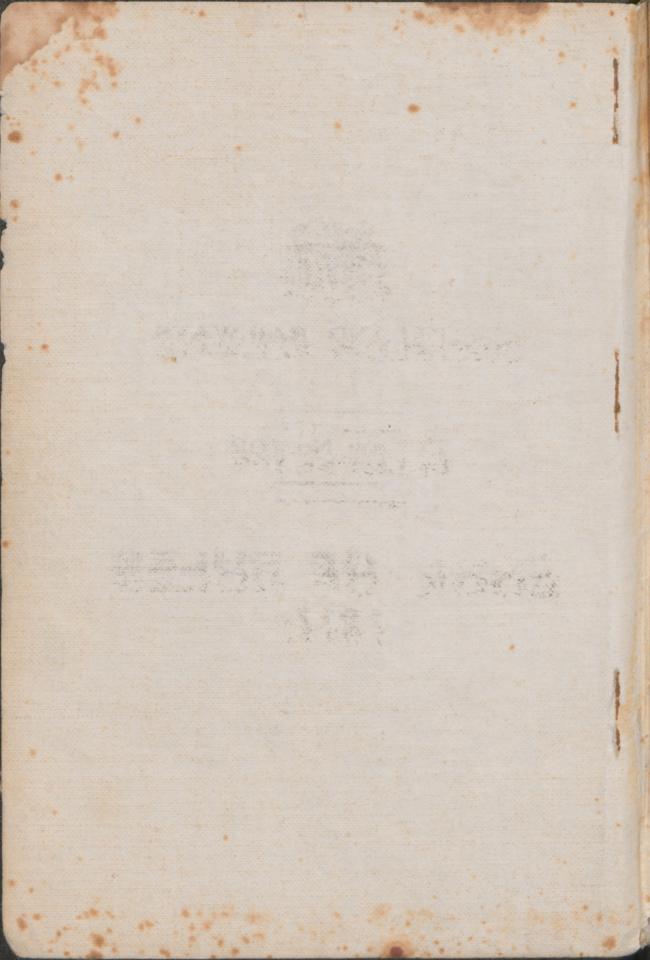


QUEENSLAND RAILWAYS.

By-Law No. 102.

BOOK OF RULES



QUEENSLAND RAILWAYS.

By-law No. 102.

BOOK OF RULES

FOR THE

GUIDANCE OF EMPLOYEES

IN THE SERVICE OF THE

COMMISSIONER FOR RAILWAYS.

1917.



BRISBANE:

ANTHONY JAMES CUMMING, GOVERNMENT PRINTER, BRISBANE.

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QUEENSUAND RAILWAYS

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Railway Department,
Brisbane, 5th July, 1917.

His Excellency the Governor, with the advice of the Executive Council, has, in pursuance of the provisions of "The Railways Act of 1914," been pleased to approve of the following Rules made by the Commissioner for Railways for the guidance and instruction of employees in the service of the Commissioner for Railways, Queensland.

JOHN HARRY COYNE,
Secretary for Railways.

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QUEENSLAND RAILWAYS.

By-law No. 102. BOOK OF RULES.

In pursuance of the provisions of "The Railways Act Preamble. of 1914," the Commissioner for Railways hereby makes the following Rules for the guidance of employees in the Queensland Railway Service, and all Rules and Regulations (including General Orders and instructions) which have hitherto been issued for the guidance of Railway employees, and which are in any way at variance with the provisions of these Rules, are hereby Rules repealed.

General.

- 1. (a) These Rules shall come into operation as and from the first day of August, 1917.
- (b) In these Rules the following terms within Interpretation. inverted commas shall, unless the context otherwise indicates, have the meanings set against them respectively—that is to say:—
 - "Act"—Includes "The Railways Act of 1914" quoted, and any Act in amendment thereof or in substitution therefor.
 - "Commissioner"—The Commissioner for Railways for the time being.
 - "Head of Branch"-
 - Deputy Commissioners in their respective Divisions.
 - "Divisional Traffic Manager"—In each of the three Divisions of the State, viz.:—Southern, Central, and Northern.

- "Divisional Mechanical Engineer"—In each of the three Divisions of the State, viz:—Southern, Central, and Northern.
- "Divisional Maintenance Engineer"— In the Central and Northern Divisions of the State.
- "Chief Engineer"-Southern Division.
- "Signal and Light Engineer"—All Divisions.

For the purposes of Section 23 of "The Railways Act of 1914," the following additional Officers shall be deemed to be Heads of Branches in their respective Sections of Divisions, viz.:—Secretary to the Commissioner for Railways, Chief Accountant, Traffic Superintendent, Chief Railway Auditor, District Traffic Managers in the Brisbane, Toowoomba, and Maryborough Districts, and the Divisional Storekeepers in the Southern, Central, and Northern Divisions.

- "District Officer"—The Officer in Charge of the Traffic, Locomotive, or Engineering Branches of the Service in any District.
- "Stationmaster"—The person in charge of the Station for the time being.
- "Station"—Any place where trains stop to set down and pick up passengers or deliver and receive goods.
- "Ganger"—The foreman in charge of lengthsmen or other workmen engaged on line, signal, or bridge repairs.
- "Officer" or "Employee"—Any person whomsoever employed by the Commissioner.
- "Department"—The Department under the control of the Commissioner for Railways for the time being.

Heads of Branches.

- "Main Line"—The Running Line of any main line or Branch Railway as distinguished from sidings.
 - "Train"-Whenever this term is used it must Light engine. be understood to include Light Engines, i.e., Engines without Trains, and Motor Cars (when the latter are run under Block Telegraph or Train Staff Regulations).
 - "Ballast Train"-Any Train employed in delivering or collecting Ballast or other material outside Station Signals, but a Train conveying Ballast or empty Ballast Wagons running through the section without stopping shall be deemed an ordinary Train.
 - "Signal-box" or "Signal-cabin"—The place where the Signal-levers are fixed.
 - "Staff" or "Train Staff"—The ordinary staff, electric staff, or train tablet, according to the system in force.
- "He," "his," "him," shall be deemed to refer to either a male or female employee; and the singular shall be deemed to include the plural and the plural the singular unless the context otherwise indicates.
- 2. Every person employed by the Commissioner conditions of must devote himself exclusively to his service, service. must reside at whatever place he may be appointed from time to time, attend at such hours as may be required, pay prompt obedience to all persons placed in authority over him, and conform to all the By-laws and Rules of the Department.
- 3. The first and most important duty of every Safety of the public the first employee is to provide for the safety of the public.

and most important Rules-to whom supplied.

4. (a) Every employee on the permanent staff and temporary employee doing responsible work must be in possession of, and produce when required, a copy of these Rules.

Rules—all persons must know and comply with.

(b) Although the Rules given hereafter under different heads are made specially for the observance of the persons employed in doing the work required by such Rules, yet every employee must make himself thoroughly acquainted with them, and will be held responsible for a knowledge of, and compliance with, the whole of them. Failure to carry out any printed, written, or verbal instructions will be treated as misconduct.

Written and verbal instructions.

All persons must assist in carrying out the Rules.

Breach of Rules not reported.

Reporting damage to rolling-stock, buildings, derailments, etc.

derailments, etc.

Working time-tables, to whom supplied.

- (c) Every employee must assist in carrying out the By-laws and Rules, and immediately report to his superior officer any infringement thereof, or any occurrence which may come under his notice affecting the safe and proper working of the railways. Any employee failing or delaying to report a breach of any By-law or Rule which may incidentally or otherwise come to his knowledge will incur the same responsibility as if he were the person at fault.
- 5. Derailments, damage to rolling-stock, buildings, &c., must be immediately investigated and fully reported. Reports of accidents to rolling-stock, such as derailments, broken drawgear, &c., must show the number of the engine and the name of the driver. In serious cases advice must be sent to the District Traffic Officer by wire; in other cases by memo. by the first train after the occurrence.
- 6. (a) Every stationmaster, inspector, engine-driver, fireman, train examiner, guard, signalman, flagman, watchman, ganger, foreman, shunter, yardman, and gate-keeper, and also every operator, clerk, porter, and other employee connected with the working of traffic, must be supplied with, and have with him when on duty, a copy of the working time-tables, or section of the time-tables, applicable to his district, and of the General Appendix (By-law No. 94) thereto.

(b) Where two or more men are employed General together at the same work, such as in one signal-cabin, appendix, to goods-shed, or workshop, it will not be necessary to supplied. supply each man with a separate copy of the working time-tables and General Appendix (By-law No. 94), but one copy of each must be supplied to each cabin, goods-shed, or workshop for the use of all the men employed therein.

- (c) A copy of each must also be kept in each stationmaster's office, or other convenient place to which all engaged in the working of the traffic have ready access.
- 7. (a) When special trains are run, printed or special train written notices must, as far as practicable, be issued issued. to all stationmasters, engine-drivers, guards, gatekeepers, and gangers engaged on the line the train is to run over.
- (b) As special trains or engines have frequently special trains to be run without previous notice of any kind it is run without notice. necessary for the staff along the line to be at all times prepared for such extra trains. Stationmasters at intermediate stations must make every endeavour to advise gangers and others working in their sections.

(c) It is the duty of stationmasters at Depôt supply of Stations to see that guards are supplied with special train notices train notices, and similarly officers in charge of drivers. Locomotive Depôts to see that engine-drivers are supplied with them.

(d) Where a train starts from a station other than at a depôt, the stationmaster at that station must see that both the driver and the guard are supplied with special train notices. Similarly, a train arriving at a junction off a branch line and about to run on a section over which a special train is to run, the stationmaster at the junction must see that the guard and driver off the branch are supplied with special train notices.

Drivers to distribute train notices

(e) It is the duty of the engine-drivers to accept the receipt of special train notices and distribute to lengthsmen. them to gangers and lengthsmen along the line.

Station-masters to see trainmen are informed of special trains and altered crossing places.

(f) The stationmaster must satisfy himself before a train leaves his station that the trainmen are aware of the running of any special they are to meet or of the alteration of any crossing place affecting their train.

Train on wrong line.

8. Guards, drivers, and firemen, as well as station officials concerned, will be prosecuted for dereliction of duty if an "Up" train proceeds on a "Down" line by mistake or vice versâ.

Acquaintance with timetables, special or ordinary.

9. Stationmasters, guards, engine-drivers, and all other employees must make themselves thoroughly acquainted with the time-tables (both special and ordinary), and every employee must do his utmost to regulate the working of the trains in accordance therewith.

Application to superior officer

10. In the event of any employee failing to underwhen in doubt. stand his duties, he must at once apply to his superior officer for instruction.

Lost copies of Rules, &c., must be replaced.

11. If any employee lose his copy of these Rules time-table, General Appendix (By-law No. 94), or other document of which these Rules require that he should be in possession, he must immediately obtain another copy from his superior officer. Employees will not be allowed to plead the want of these as an excuse for any dereliction of duty.

Names and addresses of employees to be registered.

12. The name and address of each person employed in the working of the railways must be registered at the station or depôt to which he is attached. or at which he is paid, and the names and addresses of all persons connected with the running of trains or working of the lines in Traffic, Locomotive, and Engineer's branches must be posted in the stationmaster's and foreman's offices, so that, if required in cases of emergency, the men may be readily found. Any change of address must be at once notified by the employee, in order that the record may be kept perfect.

- 13. (a) No employee is allowed, under any cir-Absence from, cumstances, to absent himself from duty, to alter his of duty. appointed hours of attendance, or to exchange duty with any other employee, without the special permission of his superior officer. In case of illness, he Illness must be must immediately report the circumstance to his reported. superior officer.
- (b) When an employee is off duty through ill- Illnessness, and the absence exceeds three days, a medical doctor's certificate certificate regarding the nature of the illness should, when as a general rule, be supplied; for shorter periods necessary. discretion should be exercised as to whether a certificate is to be supplied or not. If a doctor makes a special charge for the certificate, the cost will be borne by the Commissioner for employees who are not receiving pay whilst they are absent, but employees who are receiving pay must bear the cost of the certificate themselves. In all cases where the Department sends a doctor to examine an employee, the Commissioner will bear the expense, but if it prove that the employee's statement regarding his illness is untrue, or the illness is due to improper causes (drunkenness, &c.), the employee must be called upon to bear the cost.

14. Every employee receiving uniform must, Uniformwhen on duty, appear in it clean and tidy; and if any wearing and article provided by the Commissioner be damaged by care of improper use it must be made good by the employee abusing it.

- 15. Employees who are supplied with railway Repairs to watches must hand them in to their superior officer at watches. least once every two years for overhaul.
- 16. Any employee converting or trying to con-Property of the vert to his own use any article the property of the not to be Commissioner will be dismissed from the service and converted to any employee's

otherwise dealt with according to law. The fact that the article appears to be waste or useless will not be an excuse for its appropriation.

Packages not to be conveyed without proper authority. 17. Guards and other employees of the Commissioner are forbidden to carry any description of package, either for themselves, their friends, or the public, without proper authority in writing for the free transit thereof, or unless such package be accompanied by the proper document.

Conduct of employees.

18. (a) Employees shall—

- (i.) Give every facility and assistance for the furtherance of the business and work of the Commissioner;
- (ii.) At all times be civil and obliging to their superior officer, and other employees of the Commissioner;
 - (iii.) Give correct information as to all matters appertaining to the duties and conduct of themselves and other employees or persons in connection with the business of the Commissioner and any subsidiary duties performed by them in or about such business or in or about the Railway or any matter connected therewith when required by their superior officer and reasonably required by other employees of the Commissioner.
 - (iv.) Upon request, give their names to their superior officers and to other employees of the Commissioner, or to a Police Officer, or to any customer of or person having business with the Commissioner, or to any person authorised in that behalf;
 - (v.) Be prompt, civil, and obliging to all persons, on all occasions, in or in connection with the performance of their duties.
- (b) No employee shall take part in any fight or altercation, or use indecent language at any time on the premises of the Commissioner.

- (c) Every employee of the Commissioner shall be subject to this Rule, whether or not he is actually on duty, or in receipt of wages or salary at or for the time in question.
- 19. (a) Public notices, current time-tables, the Exhibition of By-laws, Railway Traffic By-law of 1915, and any By-law in public notices amendment thereof or in substitution therefore, and time-tables. list of penalties must be fixed in the most conspicuous place at each station, and the employee in charge must always be prepared to prove that such notices are properly exhibited.
- (b) Gangers must see that the said by-laws are exhibited at stopping places and isolated sidings where there is no one in charge, and that current public time-table sheets applicable to their sections are exhibited on notice boards in shelter-sheds or other buildings at stopping places where there is no one in charge.
- (c) The said by-laws and list of penalties must also be exhibited at every pier, jetty, and wharf on which the Railway runs.
- (d) All obsolete notices must be promptly obsolete notices. removed.
- 20. Any person entrusted with the custody and Security for control of moneys, whether as collector, or as an em-service. ployee of the Commissioner, must, before entering upon his office, give the Commissioner sufficient security for the faithful execution of his office. Such security shall be the bond or policy of the State Government Insurance Office.
- 21. Every employee is responsible for each per-Books, records, son under his control keeping the proper records, and accounts. books, and accounts applicable to his duties; but any employee failing or delaying to report an irregularity which may incidentally or otherwise come under his Irregularity notice will incur the same responsibility as if he were not reported. the person in fault.

Travelling without pass or ticket forbidden.

22. (a) No person shall be allowed to travel on the railway unless provided with a proper ticket or free pass.

Riding on engine or in brake-van, without special authority, forbidden.

- (b) No person shall be allowed to ride on any engine or tender, in any guard's van, or in any vehicle in which luggage or parcels are conveyed without written or printed permission from the Commissioner, and in their respective divisions the Deputy Commissioner or the head of a branch, except as under:-
 - (i.) Employees in the execution of their duty.
 - (ii.) Persons suffering from accident or severe illness and their necessary attendants may be allowed to ride in guard's van or other suitable vehicle.
 - (iii.) Caretakers travelling in charge of live stock, providing there is no passenger accommodation on the train and the guard does not object to them.

Stopping trains to pick up sick or injured persons.

(c) In cases of accident or serious illness, a nonstopping train may be stopped to convey a patient and attendants in brake van or any other suitable vehicle, and the guard must report the matter on his time and occurrence sheet.

Fees or goods must

23. No money or goods of any description in not be accepted, the shape of fee, reward, or other remuneration in connection with railway duties shall be allowed to be taken from passengers or other persons by any employee under any pretence whatever, even although the regular hours of duty shall have expired.

Luggage left by passengers.

24. Employees must not take charge of luggage or other articles left at a station for the convenience of passengers unless such articles have been deposited as left luggage and booked in the regular manner.

Luggage, &c., unclaimed.

25. (a) All unclaimed or lost luggage, goods, money, or other property found in railway vehicles, on engines, on railway premises, or upon the line, must

be immediately delivered to the Station-master at or nearest to the place where the article has been found, and dealt with by him in accordance with the instructions upon the subject.

(b) In the case of goods found upon the line by Goods found an employee a report must be immediately sent to reported. his superior officer containing the best information respecting the train from which they may have fallen.

- 26. No employee shall, without the permission of Outside the Commissioner engage, either directly or indirectly, forbidden. in any employment outside the duties of his employment by the Commissioner.
- 27. (a) Each Deputy Commissioner or the head Misconduct punishable. of each branch of the service (vide Rule 1) is authorised to punish, as provided hereunder, any employee in his branch who has, in his opinion, been guilty of misconduct, neglect of duty, or of breaking any rule or by-law of the service-

(i.) To suspend or dismiss him;

(ii.) To fine him in a sum not exceeding five pounds; but the amount imposed as a fine shall be recorded on the employee's history, and shall not be deducted from his pay;

(iii.) To reduce in rank, position or grade, and pay, and to withhold their wages during the time of their suspension or absence from duty from any cause. Wages shall not, however, be withheld for a longer period of suspension than twelve days.

- (b) Any employee charged with the duty of superintending the work of other employees may temporarily suspend at any office, station, depôt, workshop, or section any employee of rank, position, or grade inferior to his own until the head of such employee's branch has dealt with the suspension of such employee.
- (c) Every employee on the staff who is dealt Appeal to with under this Rule shall have the right to appeal Appeal Board. to the Appeal Board as hereinafter provided.

Intoxication.

28. Any employee found under the influence of drink whilst on duty must be suspended and the case reported at once to the head of the branch. Any servant of the Commissioner taking intoxicating liquor, or who is found under its influence, while on duty will render himself liable to dismissal, and no servant of the Commissioner who has been dismissed for intoxication will be re-employed in any capacity whatever.

Smoking prohibited.

29. Employees are forbidden to smoke in lamp rooms, or upon any part of railway premises where smoking is prohibited, and anyone so offending will be liable to dismissal.

Appeal to Commissioner. 30. Any employee having reason to be dissatisfied with the decision of the head of his branch as to his (employee's) position in the service may appeal to the Commissioner, but all such appeals must be made in writing and sent through the district officer and head of the branch within fourteen days of the decision complained of being made known to the appellant.

Complaint against another employee.

31. Any employee having cause to complain of another employee, or to report any dereliction of duty on the part of such employee shall report to the head of the branch (through his superior officer) within seven days. If delayed beyond seven days the report may be regarded as the result of malice, and not of a conscientious desire to promote the interests of the service.

Employees not to obtain outside influence. **32.** (a) Every employee is warned against using or obtaining outside influence, either directly or indirectly, to represent his requirements to the head of his branch, the Deputy Commissioner or the Commissioner.

Communications to go through proper channel.

(b) All communications from employees must be sent through their immediate superior.

Leaving service—notice requisite.

33. No employee shall be allowed to quit the service without giving such notice as may be equal to

the period for which the employee is usually paid that is to say, employees paid fortnightly must give a fortnight's notice, and so on.

34. When an employee leaves the service he must on leaving immediately deliver up his uniform and all other uniform and all articles belonging to the Commissioner. Any money property that may be due for wages to an employee leaving the Commissioner service will not be paid until the clothing, book of to be returned. rules, watch, lamps, flags, tools, detonators, and all other articles the property of the Commissioner, which may have been supplied to him, shall have been delivered up in accordance with the Rules. If such articles be not delivered up, or if any such article be missing or be damaged by improper use, the cost of such article or of the repair of such damage shall be a debt due from the employee to the Commissioner, and may be deducted from any pay then due, or, if such pay be found insufficient to meet the claim, will become a debt recoverable at law.

- 35. The Commissioner reserves the right to deduct Rent. from the pay of an employee, who is a tenant of the Commissioner, any sums that may be due for rent.
- 36. No employee shall be allowed to keep any Animals and animals, or to erect any building or hut, upon railway railway lands. lands without first obtaining permission in writing through the head of his branch.
- 37. Goats and pigs found within the railway Goats and pigs fences may be destroyed on the authority of the Dis- straying to be destroyed. trict Officer of the Engineer's Branch. All gates through which animals can gain access to the line must be locked at night, and the utmost vigilance must be exercised in preventing animals straying on the line.

38. (a) Employees, more especially those en-Employees not gaged in the working of trains and in shunting and to expose to other similar operations, must not expose themselves danger. to danger; they must not jump on to or ride on the leading buffer of any moving vehicle, ride upon the

cow-catcher of a locomotive, stand between the buffer and head stock of a carriage when the engine is easing up, or jump on to the step or footboard of a train entering or departing from a station, and must exercise care in getting between vehicles for the purpose of coupling or uncoupling them.

(b) Employees must prevent so far as they can such exposure on the part of their fellow employees, and spare no opportunity of warning those who neglect to take proper care.

Floods, landslips, &c., prompt warning to be given. 39. (a) In times of flood, stationmasters shall keep themselves in constant communication with the Maintenance Branch as to the state of the line, and be in a position to give timely warning of impending danger, and must at once advise the District Traffic Officer fully by wire if they have not the utmost confidence in the continued safety of the line. Guards and drivers must exercise even greater vigilance at places where danger from floods, landslips, &c., may be apprehended, and report the state of rivers, creeks, and low-lying places at the first station, so that the stationmaster may, if necessary, warn succeeding trains.

Road in bad order to be reported.

- (b) When a driver or guard reports the road in bad order in any particular place, the stationmaster receiving the report must at once wire or send to the District Officer of the Engineer's Branch, or, if it can be done more quickly, he should send word to the inspector or ganger. He should at the same time advise the District Officers of the Traffic and Locomotive Branches, making one telegram do for all.
- (c) If any damage has already occurred or is likely to occur soon to the permanent way, the driver and guard must, if they meet a ganger or lengthsman before reaching the next station, stop and inform him.
- (d) District Officers must keep the heads of branches fully informed by wire.

- 40. Employees must not walk upon the line, except Employees not when it is necessary for them to do so in the execution to walk on the of their duty.
- 41. In the change of duties, as, for instance, be-Exchanging tween the day and night staff, all circumstances which duty, day and night staff. may have occurred out of the ordinary course must be communicated to the employee coming on duty before he takes charge; and his special attention must be drawn to the position of the trains, especially if there be any overdue.

42. (a) No person employed in any capacity Incapacity of shall give up charge to any other person whose duty it relieving officer may be to relieve him unless the person being relieved exonerate the persons is satisfied of the perfect sobriety of the person whose relieved. duty it may be to relieve him; and if any person gives up his charge of signals, points, gates, or other duty to anyone who may be in a state of intoxication, both the persons, relieved and relieving, will be held responsible and punished accordingly.

- (b) If the person relieved be under the influence of drink, or otherwise incapable, the person relieving must report the matter specially to his superior officer.
- 43. All employees will be required to attend to Hours of duty. their duties for such period beyond the ordinary working hours as may from time to time be required for the completion of work, or in consequence of any departmental or public exigency.
- 44. When shunters and porters are sent from their shunters and home station to work temporarily at another station, porters to assist guards or are returning to their homes after so working, they when travelling spare. must, in addition to holding a pass, travel in uniform, and render such assistance to the guard as he may require of them on the journey. They must not be called upon to assist more than eight hours out of twenty-four.

45. No employee shall be liable to dismissal or sunday work. any disability for refusing on conscientious grounds

to work on any Sunday, except in cases of necessity. Such employee shall, however, be subject to a proportionate reduction in his salary or wages on account of such refusal; but this provision does not apply to any employee whose duties do not require him to work on Sunday.

Trespassing on railway lands.

46. It is the duty of every employee equally to prevent as far as possible, consistent with their other duties, persons trespassing on the railway. Children, especially, must not be allowed inside of railway fences unless in charge of someone. In the event of any person trespassing on railway grounds or premises, and refusing to quit when requested to do so, the name and address of such person must be obtained, and the circumstances reported to the nearest stationmaster or inspector, in order that the necessary action may be taken under the By-laws. If the offender refuse to give his name and address, he should be detained and given in charge of the police. In the event of such person leaving the premises upon being requested to do so, he must be warned not to go or pass thereon again.

Force not to be used for breach of By-laws.

47. In case of violation of the Act, or of the By-laws of the Commissioner, not affecting the safety of the public or the property of the department, the mildest means must be adopted to prevent the continuance of the violation. Where it becomes necessary and is justifiable to use force, it must only be done when all other means fail, and then only such force or compulsion should be used as may be absolutely necessary.

Duty of employees sworn as constables. 48. Any employee of the Commissioner who is also sworn as a police constable may take into custody anyone whom he may see committing an assault upon another on the premises of the Commissioner, for the purpose of putting an end to the fight or affray. This Rule is to be used with extreme caution, and not if the fight or affray be at an end before the constable interferes; and he is not to detain anyone against the desire of the stationmaster.

49. As a general rule, great caution is to be No person to be observed in detaining or giving any person, more detained whose particularly a passenger, into custody; and as the address are detaining or giving anyone into custody is only for the purpose of insuring his appearance to answer any charge that may be preferred against him, no one should be detained whose name and residence are known either to the stationmaster or other officer, or to any respectable person with whom such officer may be acquainted, or who may give an address and produce sufficient evidence that it is genuine.

- 50. If it becomes necessary to deal with any Slight offences. person for smoking, or other slight offence where the foundation of the charge appears to be doubtful, it is desirable that the stationmaster, guard, or other employee, on warning the offender to desist, should first state to him that he is liable to a penalty if he persist; and if he still persist in the offence, he must be removed from the carriage or premises; care being taken not to apply unnecessary force in doing so.
- 51. Before anyone is removed from any carriage, Removal of the stationmaster, guard, or other employee who orders offender from carriage. his removal, is required carefully to ascertain the cause and nature of the complaint against him, and to take down the names, addresses, and occupations of Names and the persons complaining, and of any witnesses, so as persons to prevent any unfounded charge being brought complaining to be taken against any passenger.

- 52. At all stations where the aid of police can be Police to be obtained, it is desirable to call in a police constable to called where practicable. take any charge which it may be necessary to prefer.
- 53. In all cases where there has been any violation Witnesses' of the Act, or the By-laws of the Commissioner, obtained. and in all cases of accidents, it is desirable that the names and addresses of two or more witnesses be reported, with the name and address of the offending or injured person or persons, for after reference if necessary.

In case of detention, immediate report to be made.

54. Whenever any person is detained or taken into custody, a telegraphic message, stating his name, address, and occupation, and the nature of the charge, is instantly to be forwarded to the District Officer; written report is also to be sent by the next train, stating, with the particulars of the case, when and where the charge is to be heard.

Person detained to be taken before magistrate at once. 55. Anyone taken into custody by an employee should be taken before a magistrate as soon as practicable.

Officers Conducting Prosecutions.

Officers conducting prosecutions.

- 56. In prosecutions for breaches of the Act or of the By-laws, it is necessary for the officer prosecuting to—
- (i.) Produce, in the case of a breach of a Bylaw, as provided by section 134 of the Act, a copy of the Gazette containing the Bylaw and the notification of its approval by the Governor in Council, and
- (ii.) Produce the authority from the Commissioner, signed by the Secretary under seal, or from the Deputy Commissioner, directing him to prosecute.

Note.—In urgent cases authority to prosecute will be given by telegraph, and the officer for whom it is required will be notified that such authority authorising him to prosecute and appear for the Commissioner has been posted to him.

Adverse decisions of magistrates.

57. In the case of prosecutions undertaken by officers in the discharge of their duties in which an adverse decision of benches of magistrates is considered erroneous, immediate application should be made in writing to the justices to state and sign a case setting forth the facts and grounds for their decision, in accordance with section 226 of "The Justices Act of 1886," in order that an appeal from such decision may, if considered advisable, be made to the Supreme Court. The District Officer's advice of such action

should at once be furnished to the Commissioner through the proper channel with a complete copy of the complaint, depositions, and all other documents relating to the case.

Inquiries and Punishments.

Note.—Clause 72 of "The Railway Staff Regulations of 1915," and the amendment thereof published in the *Government Gazette* of the third day of June, 1916, are hereby repealed, and Rules 58 and 59 are substituted therefor.

- 58. (a) When an employee has been temporarily Inquiries and suspended a report of the suspension must be sent punishments. without delay to the head of the branch in which the accused is employed.
- (b) The report must embody a clear statement of the offence with which the accused is charged, and any other particulars which the officer suspending may think it necessary to include, and shall be accompanied by such statements, if any, in support of the charge as the officer may be able to obtain.
- (c) On receipt of any report, as provided for in clauses (a) and (b) of this Rule, or any report of misconduct, neglect of duty, or of a breach of any Rule or By-law of the service by an employee, the head of the branch may suspend the accused or confirm the suspension (if the accused has already been temporarily suspended), cause the accused to be furnished with a statement of the charge against him, and call upon him for a prompt and full explanation of his conduct. If the accused in his reply admits the charge, the head of the branch shall, if he considers it necessary, proceed at once to deal with it, as provided in Rule 27, and forthwith cause his decision to be conveyed to the accused.
- (d) If the accused does not in his reply admit the charge, an inquiry into the charge shall, as soon as possible, be held as provided in clause (e) of this

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Rule, at which the accused shall be afforded a full opportunity of cross-examining the witnesses called in support of the charge, of giving evidence himself, and of calling any others that he may wish to be examined in his defence. The accused may be represented and defended by a member of his organisation, association, or union.

- (e) All inquiries into charges shall be conducted by the head of the branch personally, or by one or more officers who may be deputed by the head of the branch to conduct them, or by such officer or officers as may be directed by the Commissioner.
- (f) The evidence given at such inquiries shall be taken down in writing, type, or shorthand, and signed by each witness, and shall include any additional statement the accused may think it necessary to make in his defence.
- (g) At the conclusion of an inquiry, the officer or officers conducting it, if other than the head of the branch, shall transmit the whole of the evidence with his or their report to the head of the branch, and the latter must give his decision thereupon as directed in clause (c) of this Rule; provided that in the case of an inquiry conducted by an officer or officers directed by the Commissioner, the whole of the evidence with his or their report shall be transmitted to the Secretary.
- (h) The Commissioner reserves to himself the right to summarily dismiss any employee from the service without formal investigation, if he is satisfied that the employee's conduct merits such prompt and extreme punishment.

Appeals.

Appeals.

59. (a) Every appeal against punishment inflicted by the head of a branch (see Rule 27), or against undue promotion, must be in writing, must clearly and concisely set forth the grounds upon which the appeal is made, and must be despatched to the Secretary to the Commissioner in the Southern Division, and in the Central and Northern Divisions to the respective

Deputy Commissioners, within seven days after the date when appellant receives the decision which is appealed against. Appeals may be sent to the Secretary or Deputy Commissioners direct, or may be sent to the District Officer to forward.

- (b) The appellant shall receive four clear days' notice of the date when and the place where the appeal will be heard.
- (c) The decision of the Board shall be final, except in the case of appeal against dismissal.
- (d) In the case of an appeal against dismissal, any person aggrieved by the decision of the Board shall have a right of appeal to the Commissioner, whose decision shall be final.
- (e) The appellant and his witnesses will be granted free railway passes to and from the place at which the appeal is heard. The appellant must make his own arrangements with regard to the attendance of his witnesses, and leave of absence from work must be applied for. Railway employees will also be allowed the necessary time off from their work, and be paid by the Department for such time lost. Steamer or coach fares incurred by the appellant or his witnesses will be paid by the Department if the appeal is upheld.
- (f) If the Board completely exonerates the appellant from blame, or decides that he has been wrongly passed over, application to the Department for payment of his and his necessary witnesses' reasonable expenses will receive consideration.
- (g) If the appellant wishes to withdraw his appeal he must give to the Secretary or Deputy Commissioner, as the case may be, written notice of such withdrawal at least 48 hours before the time fixed for the hearing.

Uniform Time to be kept by Trainmen and at all Stations.

60. Standard time must be kept at all stations and Standard time on all railways. The time must be telegraphed as telegraphed daily and clocks regulated.

Uniform time to be kept at all stations.

- 61. In order to ensure uniform time being kept at stations other than telegraph stations, the following instructions must be strictly observed, in addition to the time being telegraphed at 9 o'clock in the morning of each day:-
- (i.) Every guard and driver must, before starting on his journey, compare his watch with the clock at the station from which he starts, and satisfy himself that it is correct; he must again compare with and regulate it, if necessary, by the clock at the station where his journey ends, and before commencing his return journey.
 - (ii.) On arrival at each station the guard will, if asked, give the station-master the precise time; and in the event of the time given by the guard differing from that of the station clock, the latter must be altered to agree, and regulated accordingly.
- (iii.) Stationmasters and gatekeepers will be held responsible for keeping their clocks properly regulated in accordance with these instructions, and must at once report any defect in their working to the District Traffic Officer, in order that the necessary repairs may be properly effected.

Regulation of clocks in signal boxes.

62. Each signalman before commencing duty must, when practicable, compare the clock in his signal-box with that at the station, and if any difference exists he must correct his own. Where the signal-boxes are some distance from a station the signalman must satisfy himself that his clock is going well and keeping good time by comparing it from time to time with that at the nearest station. The fact of a clock getting out of order must be reported to the nearest stationmaster so that it may be repaired or replaced without delay.

Hand Signals.

63, Red is a	signal of "Danger" {	and means Stop.	Hand signals.
Green	,, "Caution" {	and means Go Slowly.	
White	,, "All Right" {	and means Proceed.	ni

These signals will be made by hand or with flags by day; and with lamps by night or in foggy weather.

64. In the absence of flags— Both arms raised above the head denote "Stop," thus:-



One arm raised above the head denotes "Caution," thus:-



" Caution " signal.

"All right" signal.

> One arm held in a horizontal position denotes "All right," thus:-



Other "stop" signals by night.

65. In the absence, at night, of a red light any light waved violently denotes "Danger-stop."

Shunt hand signals by night.

- **66.** (a) In shunting operations by night a white light waved slowly up and down means "Move forward," i.e., go away from the person giving the signal; a white light waved slowly from side to side across the body means "Move back," i.e., come towards the person giving the signal.
- (b) A green light used instead of a white light as above means "Move forward slowly," or "Move back slowly."
 - (c) A red light in all cases means "Stop."

Shunt hand signals by day.

(d) In daylight the following signals shall be used in shunting, viz.:-

To move forward, i.e., go away from the (The arm waved outperson giving the wardly from the body. signal

To move backward, i.e., come towards the The arm waved inwardly person giving the signal

across the body.

(One or both arms moved quickly at the sides of To butt up

To uncouple ...

Both arms raised above the head, forming an arch, and then separated.

To slow down ... { Right arm waved (palm downwards) towards the ground.

67. Hand signal lamps and flags must always be $\frac{\text{Hand signals}}{\text{must be held.}}$ held in the hand, and not placed upon or stuck into the ground, except where they are employed for the purpose of marking the actual point of obstruction, as provided for in Rules 190, 209, 351, 357 (clauses (e) and (f)), 362, 515, 517, and 519.

Fixed Signals.

- 68. (a) Fixed signals consist of Semaphore Fixed signals, Signals, viz.:—Distant, outer home, home, starting, names of. advance starting, siding, calling on, and shunting signals.
- (b) Semaphore Signals have two indications by Fixed signals, day and two by night. The day indications are given by the position of the arm which is on the left of the mast as seen from an approaching train, viz.:—
 Horizontal, indicates "stop" and the arm at an angle of about 60 degrees indicates "all right," "proceed."
 The night indications are a red light for "stop" and a green light for "proceed."
- (c) The arm facing the approaching driver is painted red with a white stripe across it; the reverse side is painted white with a black stripe across it and does not apply to any train.
- (d) The lamps of signals which are placed in Back lights of positions where the front lights cannot be seen from signals. the levers which work them, show small white lights at the back. When the back-light cannot be seen from the levers, the lamp is either out or the signal is at "proceed."

Normal position of signals.

69. The signals must be kept at the "stop" position except when necessary to pass a train and the line is clear for the purpose and at certain places named in the General Appendix (By-law No. 94), at which the normal position is "proceed," the signals being put to "stop" position when the train stops there.

Signals at isolated sidings.

70. At isolated sidings the signals will not be lit at night and they must not be used between sunset and sunrise.

Electric signal repeaters.

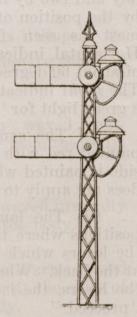
71. Where the signal cannot be seen from the levers, an electric repeater must be put in. The repeater must be frequently tested, and any defect in its working must be immediately reported.

Signal arms referring to different lines.

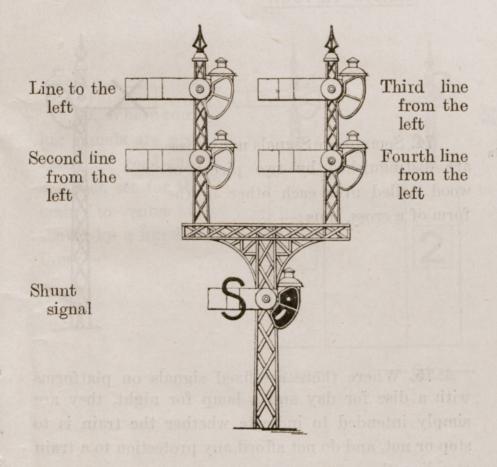
72. At places where there are one or more lines branching from the main line, or running parallel with each other, the signals applicable to the same have two or more arms, fixed one above the other, on one post thus:—

Line to the left

Second line from the left...



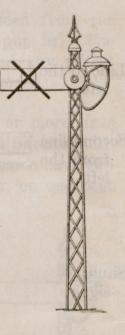
or one above the other on two or more dollies fixed on a bracket at the top of the mast and must be read as shown in the diagram thus:—



Engine-drivers to satisfy themselves proper signal is lowered. 73. Engine-drivers must satisfy themselves when a signal is lowered that it refers to the line they are on, and to that on which they are to proceed.

Semaphore signals not in use.

74. Semaphore Signals not in use are distinguished by two pieces of wood nailed over each other in the form of a cross, thus:—

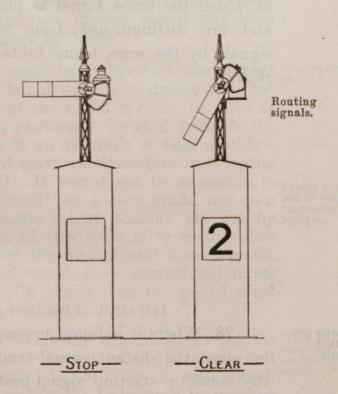


Platform signals.

75. Where there are fixed signals on platforms with a disc for day and a lamp for night, they are simply intended to indicate whether the train is to stop or not, and do not afford any protection to a train standing there.

----ROUTING SIGNAL

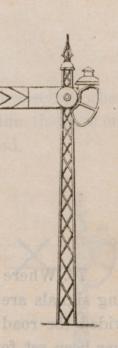
76. Where routing signals are provided the road that has been set for the train to enter is shown by a number thus:—



Distant Signals.

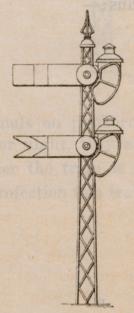
Shape of semaphore arms.

77. Distant signals are fixed at a considerable distance from the point at which the home signal is placed, and are distinguished from other signals by the arms being fishtailed, thus:—



On same post as other signals.

78. Where it is found necessary to place the distant signal-arm on the home or starting signal-post in the rear, the lower arm will be the distant signal, and the upper arm the home or starting signal thus:



79. At stations not interlocked the distant signal How worked. must never be taken off while the home signal is at "stop," but in certain circumstances the home signal may be at "proceed" while the distant is at "stop," as follows :---

- (i.) When a train has passed the distant signal at "stop," and the home signal has been subsequently lowered to admit the train; or
- (ii.) When a train, for which both signals have been taken off, has passed the distant signal, and the distant signal has been again placed at "stop."
- 80. (a) Trains must be stopped at the distant Observance signal if at "stop," but if the engine-driver sees that the road in advance of the signal is clear, he must at once draw the train cautiously forward towards the home signal. When on an up grade or near a bridge, the driver and guard must use discretion in bringing the train to a stand. It would not be advisable to Trains must stop a heavy train "dead" on a steep grade, nor on a not be stopped bridge where passengers might possibly get out by bridges. mistake. The object of this Rule is to ensure slow rate of speed between the distant and home signals. Trains must not stand outside the distant signal unless absolutely necessary, in which case the guard must protect the train as provided in Rule 341.

(b) At stations where the distant signal for the When on section in advance is at the end of the platform and as starting a train has been stopped in obedience to such signal, signal. the driver must not restart the train until he receives a signal from the guard.

81. Engine-drivers must in all cases approach Caution to be cautiously any station where the view of the line is having passed obstructed from any cause; and if after having passed distant signal at "stop." the distant signal at "stop" the home signal is observed to be lowered, the speed of the train must not be increased, unless it is seen that the line is clear, as

the home signal may have been lowered for a previous train that has been brought to a stand between the distant and home signals.

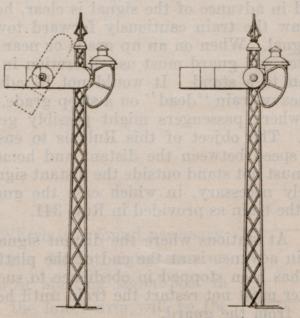
Home Signals.

Exceptions—when home signals at "stop" may be passed.

82. (a) Home Signals must not be passed when at the "stop" position except as provided in Rules 86, 93, 99, 126, and 223 (clause (e)). Home signals at junctions must not under any circumstances be passed when at the "stop" position, except where "calling on" signals are in use.

Limit of station yard. Outer home signals.

- (b) They mark the limit of a station yard.
- (c) Where an outer home signal is provided it marks the limit of the station yard and protects shunting operations.



Old Pattern.

Standard Pattern.

Home signals inside the points.

83. At stations were the home signal does not cover the points leading to the loop, engine-drivers and guards must not draw up to the signal when it is at "stop," but must remain outside the station yard until the engine-driver is instructed to draw forward, as provided for in Rule 86.

84. (a) When a train has been stopped or Trains stopped brought nearly to a stand at a home signal where where starting starting signals are provided and it is necessary to provided. bring it within the home signal before the section ahead is clear, the signalman may, if the starting signal be at "stop," lower the home signal for the train to draw ahead. The engine-driver of any train which has been thus stopped at a home signal must, after the signal has been lowered, go slowly forward towards the starting signal but must not pass it until it is lowered, except for shunting purposes as provided for in Rule 88.

at home signals

(b) Signalmen must be extremely careful not to Not to be lower the home signal for an approaching train, which train which has to stop at has to stop at the starting signal because the section starting signal, ahead is not clear, until the train is close to the home close to home signal, and has been brought quite, or nearly, to a stand at it. In foggy weather the engine-driver must, when practicable, be verbally informed that he is only to draw forward towards the starting signal.

signal.

85. If a train timed to stop at a station arrives signalling before the section ahead is clear, the home and distant to stop at signals may be pulled off to allow it to come to the platform, providing the starting signal is kept at the "stop" position.

86. When a train has been stopped, or brought Trains required to be brought nearly to a stand, at the home signal (other than at a within the junction) where a starting signal is not provided, and it is necessary to draw it within the home signal before the line ahead is clear, the engine-driver must, on receiving verbal instructions from the signalman, draw past the home signal, so as to bring his train under its protection; if the signalman is too far from the enginedriver to be able to communicate verbally with him,

must clearly understand

Engine drivers the engine-driver must, upon receipt of the necessary signal by hand-lamp or flag from the signalman, verbal communication, pass the home signal, and draw cautiously towards the signal-box as far as the line is clear, and there await the verbal instructions of the signalman. The hand signals for this purpose must be given only by a green light or a green flag, and engine-drivers must not go forward until they clearly understand the verbal communication which the signalman has made to them as to the state of the line ahead, and then only with their engines under the needful control to ensure safety.

Detention at.

- 87. (a) In case of detention at a home signal, the engine-driver must sound his whistle, and if still detained the guard or fireman must go to the signalbox and remind the signalman of the position of the train, and remain there until the signalman can give permission to go forward.
- (b) In foggy weather the guard or fireman must, if the fog signalman is not at his post, immediately upon the train coming to a stand, proceed to the signal-box.
- (c) The duty of going to the signalman must be performed as under:-
- (i.) In the case of a light engine, or of a train with only one guard, by the fireman, the guard in the latter case remaining to protect his train.
 - (ii.) In the case of a train with two or more guards, by the guard whose van is nearest to the signal-box; if there be only one van on the train, by the assistant guard.
- (iii.) When there is more than one guard with a train, the guard in charge of the train will be held responsible for satisfying himself that the guard whose duty it is to do so has gone to the signal-box.

- (iv.) The same arrangement must be carried out when a train is standing on the main line, waiting to be crossed on to the other line or to be let into a siding.
 - (v.) In the case of a train performing shunting operations in charge of a shunter, the shunter must go to the signalman.
- (d) Sufficient time must be allowed for the guard or fireman to rejoin his van or engine before the home signal is lowered.

Starting Signals.

- 88. Starting signals (where advance starting Not to be signals are not provided) and advance starting signals passed at control the entrance of trains into the section ahead, and must not be passed when at "stop," except as follows, viz.:—
 - (i.) Where there are shunt signals. (See Exceptions. Rule 98.)
 - (ii.) When signal is defective. (See Rule 126.)
 - (iii.) Single line working during obstruction. (See Rule 370.)
 - (iv.) Where shunt signals are not provided on starting or advance starting signals, engine-drivers may, for the purpose of performing shunting operations, pass the starting or advance starting signals when at "stop" after being directed to do so by the signalman or shunter (who has obtained permission from the signalman) either verbally or by a green hand signal, which must be held steadily in the hand; but they must not proceed on their journey until the starting or advanced starting signal has been lowered.

When line clear between starter and advanced starter.

89. (a) When the line is clear between the starting and advanced starting signals, the signalman may, when necessary, after a train has been brought to a stand, lower the starting signal to allow such train to proceed towards the advanced starting signal.

Detention at.

(b) If the advanced starting signal be not lowered for him to proceed, the engine-driver must, after arriving at it (if electrical or mechanical appliances are not provided at the post for advising the signalman), sound his whistle at short intervals, and, if still detained, the guard (or, in the case of a train worked by two guards, the assistant guard) must proceed to the signal-box and remind the signalman of the position of the train, and remain there until the signalman has given permission for it to go forward. Sufficient time must be allowed for the guard to rejoin his van or engine before the starting signal is lowered.

In foggy weather.

90. In foggy weather a train must not be drawn forward past the starting signal towards the advanced starting signal, except for station duties and shunting purposes. Advanced starting signals must not be used in foggy weather for a train to draw up to, or stand at, waiting "Line clear."

When to be lowered.

91. In working the block telegraph system it should be clearly understood that when the section ahead is clear the starting signal must be pulled off at the same time as the home signal.

Single lines.

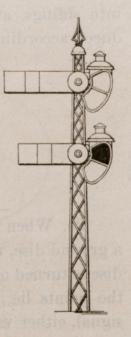
92. Starting signals at stations on single lines, where the points and signals are interlocked, are for the purpose of indicating to engine-drivers, when they are lowered, that the points are set correctly for the line to which they refer. Engine-drivers, however,

must not proceed into the section ahead without the necessary authority, under the Rules for working single lines.

Calling-on Signals.

93. (a) Short "calling-on" arms may be fixed on home signal posts for the purpose of avoiding hand signalling, and applies to the same road to which the home signal applies. When a "calling-on" arm is lowered, the engine-driver must draw forward past the post of the signal on which the "calling-on" arm is fixed, as far as the line is clear. If the signal-box is ahead of the "Calling-on" arm, and the signal-man in the box wants to communicate with the driver, he must show a hand "stop" signal from the box to stop him. The lowering of the "calling-on" arm is not in any case an authority for the starting signal to be passed at

Day signal.



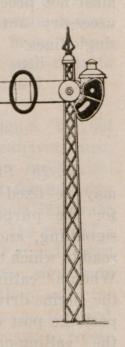
"stop," except for shunting purposes. At night Night signal. when the arm is at the "stop" position, the light is obscured, but when the arm is lowered the green "all right" signal is visible.

(b) Unless instructions are issued to the con- When to be lowered. trary, the calling-on signal must not be lowered until the train has been brought to a stand at the home signal.

Siding Signals.

Siding Signal,

94. Where siding signals are provided, they govern the movements of trains from the main line into sidings, and speed must be reduced accordingly.



Ground Discs.

Ground dises.

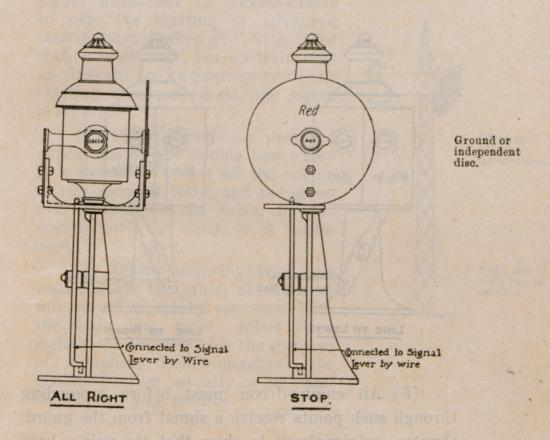
95. When the exit from a siding is controlled by a ground disc, no train may leave the siding unless the disc is turned off, and as it simply indicates which way the points lie, engine-drivers must receive a further signal, either verbally or by hand from the shunter or guard, that the road is set for the train to proceed. Ground discs are used to indicate the clearance points of sidings.

Independent Discs.

Independent discs.

96. Independent discs, where used, control the passage of trains out of or into sidings or through cross-over roads. They are worked by a separate lever in the cabin, and can, therefore, be taken by

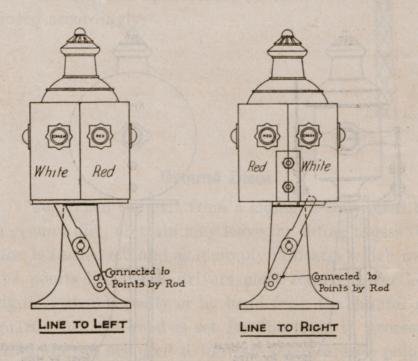
an engine-driver or guard as giving the same authority as a dwarf signal or shunt semaphore signal, that is, it will not be necessary for the shunter or guard to see the position of the points before giving a hand signal to move ahead, as should be done in the case of an ordinary ground disc.



Points Indicators.

Points indicators.

97. (a) Points indicators are connected to and work with the points to which they apply, and only indicate the way in which the points are set, thus:—

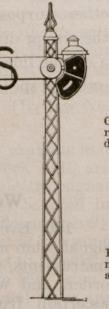


(b) An engine-driver must before proceeding through such points receive a signal from the guard, shunter, or signalman to show that the points have been set for his particular train.

Shunt Signals.

- 98. (a) Where shunt signals are provided upon the starting or advanced starting signal posts, the turning off or lowering of the shunt signal authorises an engine-driver to pass the starting or advanced starting signal when at "Stop," for station work only, but no train may go forward on its journey until the starting or advanced starting signal is lowered.
- (b) Shunt signals are provided at stations on the double line where it is necessary to cut off the engine to run round a train, and the crossover should not be taken by the engine until the signal is at "proceed."
- (c) Trains shunting from one main line to the other, or shunting into, or out of, sidings connected with the main line, must, unless fixed signals are provided for the purpose of signalling such operations, be signalled either verbally or by hand as occasion may require.

On starting post.



Crossover roads, double lines.

From one main line to another.

Signalling in Connection with Trains Running in Wrong Direction.

Signalling of trains running in wrong direction.

99. Distant, home, starting, and "calling-on" signals apply only to trains running in the proper direction, and must not be used for any other purpose. Trains running in the wrong direction on either line of a double line must be hand signalled, unless a special signal is provided.



Signal for Train running in wrong direction on double line.

Working of Points and Signals.

When signalmen change duty.

100. Every signalman before taking charge of a signal-cabin must satisfy himself that all the electrical instruments, signals, points, &c., are in good working order, and when relieving another signalman must ascertain from him whether there is any special circumstance requiring attention; whether the trains which are due to pass have done so, and if not what are the exceptions; also what trains (if any) are in the section on either side of his signal-box, or are signalled, and all other matters the knowledge of which is necessary to enable him to properly discharge his duty. The signalman relieved must give full information on these points before leaving duty, so that the duties of the post may be conducted in an efficient manner, and any inconvenience arising from the change of men avoided. Each signalman must register in the train-book the time of his arrival on duty and

the time of his leaving, and place his signature thereto. Signalmen must change duty only at the appointed

101. Signalmen and others must exercise great Care and care and vigilance in working signals, in accordance with the Rules, and so as to avoid delays When a train is due and the line is clear for it to proceed, the signals must be lowered either before or instantly they are challenged by engine-drivers. The signals should not be lowered until the train is actually approaching them, and the stationmaster or signalman must not leave the levers while the signals are at clear. Employees responsible for delaying trains through inattention to signals will by signalman's be punished. At places where the block system is in inattention. operation the signals must be worked strictly in accordance with the special rules for block working as laid down in the General Appendix. (By-law No.

102. The signalman must frequently examine and Signals to be try his fixed signals to see that they work well, are examined. kept clean, show properly, and that the electric signal apparatus is in order. Great care must be used in Care in putting putting on a distant signal: it is not sufficient merely on distant to move the law and th to move the lever, but the signalman must at the same time watch the signal or its repeater, so as to ascertain that it obeys the lever, and goes fully to the "stop" position. He must take care that the signal wires are wires to be kept at the proper length by means of the regulating regulated. screws or other appliances, so as to compensate for the expansion and contraction caused by variations of Back lights of temperature. Signal repeaters at all times, and the signal back lights of signals after sunset, must be carefully be carefully watched to see that they work properly.

103. Should any impediment or obstruction exist "Stop" upon the line within the sight or knowledge of the exhibited in signalman, he must keep the signals at "stop," and case of obstruction. prevent any train passing his post in that direction, until such impediment or obstruction has been removed and the line made perfectly clear and safe.

Signal to be put to stop position when train has passed.

104. When a signal has been lowered for the passing of a train, it must not (except in case of accident or obstruction) be again placed at "stop" until the last vehicle of the train has passed it, or the train has been brought to a stand; and, in the case of a home signal at a junction, not until the last vehicle of the train has passed it, and is clear of the junction points. Where the points and signals are not interlocked, the home signal must be placed at the "stop" position immediately the engine has passed it.

When two trains approach a station at same or nearly same time.

105. If, when two or more trains approach a station at the same time or at nearly the same time, the signalman has lowered or taken off the signals for a train which should have been kept back for the passage of another, he must not attempt to alter the order of the trains by reversing the signals, but must put all the signals to "stop," and keep them on until all the trains have been brought to a stand, when precedence can be given to the proper train.

Signal lever collars, use of.

- 105A. (a) Stationmasters at stations at which the points and signals are interlocked must keep a supply of signal lever collars on hand in the signal cabin. Immediately a train has been admitted to a road that is interlocked with a signal, a collar must be placed on the level of the home signal applicable to that road and kept there until the road is again clear.
- (b) The collars must be used on every occasion that a train, engine, or vehicle is shunted on to a main line, crossing loop, or any interlocked siding, and when a train is shunted from one main line to another.
- (c) Stationmasters must see that the collars are properly used; and the Inspectors of the Traffic and Signalling Branches must take every opportunity of seeing that this rule is carried out.

"Stop" signal to be shown when signalman leaves his box temporarily.

106. When it is necessary for a signalman to leave his signal-box for the purpose of re-lighting or retrimming his signal lamps he must, before proceeding to do so, place all his signals at "stop."

- 107. At isolated sidings on double lines where Isolated there is no person in charge, it is the duty of the guard sidings, double to place the signals at "stop" before opening the points of the siding.
- 108. At level crossings where fixed signals are Level provided, they must be kept at "stop" until challenged crossings. by an approaching train, when, if the line is clear, they must be lowered for the train to pass. All signals must be placed at "stop" immediately the train has passed. The gate-keepers must test the working of the signals both by day and by night, and report immediately any defect to the inspector of interlocking, or other person in charge of the repair of signals.

- 109. At places where there is a woman in charge Where women she must, when on duty, work the signals, but guards of trains stopping there will be responsible for working the points and seeing that the signals are worked in accordance with the Rules.
- 110. Signalmen must be careful to avoid, if at all Signalmen not to stop trains possible, the stopping of trains on heavy grades, high on heavy banks, or bridges.

grades, if it can be avoided.

- 111. (a) The signal lamp must be lighted as soon Signals. as it commences to be dusk and in foggy weather and extinguishing. must not be extinguished until daylight, except:-
 - (i.) At places where no trains pass between sunset and sunrise.
 - (ii.) At places where no one is on duty all night and there is a long interval between the last train at night and the first train in the morning, when the signal lights must, unless instructions are issued to the contrary, be extinguished after the last train has passed and the station or cabin has been closed for the night; but if the station or cabin has to be opened in the morning before daylight, the lamps must be relighted in sufficient time for the passage of the first train.
 - (iii.) At isolated sidings.

(b) When it is necessary for one signal on a post to be lighted, all other signals on the same post applying in the same direction must be lighted.

Facing points not worked from locking frames. 112. (a) Facing points not worked from a locking frame must be kept locked except when shunting is in operation.

Facing points to be locked or held.

(b) Trains must not be allowed to pass over facing points unless they are locked or held by hand.

Facing points on crossing loops.

(c) Facing points on crossing loops must be treated the same as facing points on the main line.

Choke blocks.

(d) Choke blocks must be kept locked across the rails except when the sidings are empty.

Catch points.

(e) Catch points not worked from a locking frame must be kept locked against the main line except when it is necessary that they be unlocked for the purpose of shunting.

Vehicles must be placed within choke blocks and catch points. (f) All vehicles must be placed within the choke blocks or catch points of a siding.

Testing facing points.

113. All points must be frequently tested by the signalman so that he may satisfy himself they work well, are well oiled, and that no part is injured.

Catch of lever in locking frame.

114. When a train is approaching facing points, the signalman must be specially careful to see that the lever of the locking-frame which governs the facing points is close home to the frame, and that the catch is firmly down in the notch, and so kept until the whole of the train has passed. He must also from observation, when practicable, assure himself that the points have obeyed the lever and are in the proper position.

Signalman to see points obey lever.

115. Guards performing shunting operations at sidings must, in all cases, take care that the vehicles are left clear of the main line within the catch points or choke blocks with all brakes applied, and that the points fall properly and the choke blocks are replaced across the rails after the operation is completed. Guards and shunters are held responsible for seeing that the trains are clear of the points, and that the

Guards and shunters' responsibility.

points are properly set before a signal is given to the engine-driver to move towards them, and they must render the signalman every assistance they can in the shunting operations.

116. Signalmen must exercise great care while Signalmen shunting operations are being performed. In all cases during where they cannot see the points they must not move shunting operations. them until they have obtained a signal from the shunter or guard, or from the engine-driver or fireman in the case of a light engine, that the last vehicle or light engine, as the case may be, is clear of the points.

117. After shunting operations of any description, Precautions to be taken the signalman must see, or have word from the guard before lowering (or if a shunter has been employed, then from him) signals. that the vehicles have been left secure in the sidings. and that the main lines are clear before lowering the signals to allow any train to pass. In the case of a light engine, the fireman will be held responsible for advising the signalman.

118. Points which lead to the main line, or from Points not to one main line to the other, must not be moved by any without person without the permission of the station-master or authority. signalman.

- 119. Unauthorised persons must not be allowed to Interference interfere with the working of the signals, points, block points, &c. telegraph instruments, or bells.
- 120. Each signalman must keep his signal-box Privacy of strictly private, and not allow any person other than the authorised officers of the Commissioner to enter it.

Removing and Repairing of Signals or Apparatus for Working Points and Signals.

121. During the erection or removal of signals, or Freetion or removal of. the prosecution of other work in connection with points or signals, the signal-fitter who has charge of the work must (unless the work has been previously arranged for between the signalling and the traffic branches, and

the necessary notice issued) communicate with the District Traffic Officer, who will make any special arrangements that may be necessary in connection with the working of the traffic during the time such alterations or repairs are being effected. Where there is no stationmaster or signalman, and no special arrangements have been made with the traffic branch, signal-fitters must provide for the safety of the line in accordance with Rule 515.

Additions or repairs which interfere with working of points.

122. When any points are about to be connected with a signal-box or frame, or when any connection between a signal-box or frame and points requires repairs, the execution of which will interfere with the usual working of the points, the signal-fitters must, before commencing, acquaint the signalman in charge of the points with the nature of the work, and agree with him when it is to be done. After the work has been commenced the signalman in charge of the points at which the fitters are engaged must not allow any train to pass such points without having first communicated with the fitters, and received information from them that the points are in a fit state for the train to pass in the direction in which it is required to run. When the work is completed the fitters must inform the signalman in charge of the points.

Repairs which interfere with working of signals.

123. When any repair or rearrangement of the signal apparatus is necessary, of such a character as to interfere with the working of the signals, Rules 126 to 129 inclusive, must be strictly carried out.

New and altered signals.

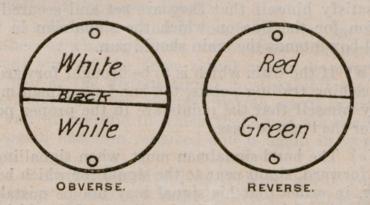
124. No new signal may be brought into use, nor any alteration made in the position or use of any existing signal, without the authority of the Divisional Traffic Manager.

Defective Signals, Points, Etc.

Points and signals to be examined, and reported when defective. 125. (a) The signalman on duty must report to the stationmaster under whose supervision he acts, and to the inspector of interlocking, or other person in charge of repairs, any case in which the points,

switches, or signals are out of repair, or not properly cleaned and oiled; and the stationmaster must, where necessary, telegraph the circumstances to the proper authorities; and the signalman is responsible for exhibiting outside his signal-box the disc prescribed in clause (b) to indicate the state of the telegraphic and other apparatus connected with his signal-box, and he must report any defect to the stationmaster.

(b) The disc to be hung outside the signal cabin Description to indicate the state of the telegraphic and other appa- of disc to indicate ratus in the signal cabin is made of metal 9 inches in condition of diameter, one side is painted white with a black band signal cabins. across the centre and will indicate that everything is in order; the other side is painted half red and half green, and when it is hung with the red part uppermost, it indicates that an electrician is required, but when it is hung with the green part uppermost it indicates that the interlocking fitter is required. exhibition of the disc does not relieve the signalman and stationmaster of the responsibility of immediately reporting the defect.



126. (a) When a home, starting, or advanced Defective starting signal, or siding signal applicable to a siding advanced not protected by catchpoints becomes defective, or is starting, or siding signal. not working efficiently, a competent person must be placed at such signal with hand signals and detonators. and act under the instructions of the signalman. The distant signals applicable to the lines affected must be

kept at the "stop" position, and disconnected from the levers by which they are worked, and must remain in that position until the defect has been made good, and all is again in working order. If the defective signal can be placed at "stop," it must be kept at "stop" until again in working order.

Interlocking. facing, point, bolt, or bar out of order. (b) Should the interlocking of a lever frame or any facing point, bolt, or bar be out of order, one competent man or more, as may be necessary, provided with hand signals and detonators, must be appointed to act under the instructions of the signalman in charge of the signal-box, and the distant signals applicable to the lines affected must be kept at the "stop" position and disconnected from the levers as above directed.

Duties of handsignalman.

- (c) The hand-signalman must ascertain from the signalman in charge of the signal-box what train he is to bring forward, and, if the train which is to be brought forward is approaching facing points, he must, before signalling it forward, inform the signalman in charge of the signal-box the position of such points, and satisfy himself that they are set and secured in position for the line on which the signalman in the signal-box intends the train should run.
- (d) If the train which is to be brought forward is approaching trailing points, the hand-signalman must satisfy himself that the points are in the proper position for the train to pass.
- (e) The hand-signalman must, when signalling a train forward, stand near to the signal for which he is acting, in order that his signal may not be mistaken by an engine-driver on any other line, and should it be necessary to stop or reduce the speed of an approaching train, the hand-signalman must exhibit a "stop" signal to the engine-driver until the train has been stopped or the speed sufficiently reduced, and then, if permission can be given for the train to proceed, he must exhibit the "proceed" signal, held steadily in the hand.

- (f) Hand-signalmen must work under the instructions of the signalman only, who must take care that they are properly instructed as to their duties. and understand what they have to do.
- (g) Where practicable, the stationmaster must selection of select proper men from his own staff for the purpose; hand-signalmen. but where this cannot be done, he must apply to the nearest ganger for men competent to act as flagmen.

(h) When the interlocking at a junction is out of Interlocking order, the facing points must, except when required to out of order. be otherwise placed for the passage of trains, be so set that no train can cross the path of another train.

127. (a) When a distant signal becomes defective Distant signal so that it cannot be placed at the "stop" position, a competent person must be stationed just outside it with hand signals and detonators, and there repeat the signals exhibited at the home signal. When such person is out of sight of the home signal, one man or more must be stationed between that and the defective signal for the purpose of repeating by hand signals to the man stationed at the distant signal the signals exhibited at the home signal.

- (b) When a tunnel intervenes, or in foggy weather, or when from any other cause a distinct and distant view of the home signal cannot be obtained. the man at the distant signal must exhibit the stop signal and keep two detonators, ten yards apart, on one rail of the line to which the signal applies until the signal has been repaired and is again in working order.
- (c) If the defective distant signal can be kept at the "stop" position, it must be so kept until again in working order, and a hand-signalman need not be appointed.
- 128. The signalman at the box in the rear must be When distant advised if the distant or home signal cannot be placed cannot be at "stop," and he must stop all trains proceeding in placed at stop." the direction of the defective signal, and advise the engine-drivers of the circumstance.

When fixed signal out of order, and interlocking gear is in proper order.

129. When any fixed signal is out of order, but the interlocking of the point and signal levers is in proper order, the signalman must, to enable him to obtain the security of the interlocking, use the lever applicable to such signals as if the signals were in work, and the counter-balance weight must, when necessary, be disconnected by the signal adjuster from the lever to admit of this being done.

Signal not shown or imperfectly shown or exhibition of two "proceed" signals where there should be only one. 130. The absence of a signal at a place where a signal is ordinarily shown, or a signal imperfectly exhibited, or the exhibition of a white light at a place where a red or a green light ought to be seen, or the exhibition of two "proceed" signals, at a place where two or more lines diverge or converge, where only one "proceed" signal should be shown, must be considered a "stop" signal, and treated accordingly, and the fact reported to the signalman or stationmaster.

Every employee to assist when apparatus defective, if called upon. 131. Fixed signals, repeaters, and block telegraph and train tablet and electric staff instruments must be kept in perfect working order at any cost, and with this in view the stationmaster may call upon any employee of the Commissioner. No employee so called upon will be excused for neglecting or delaying to assist the stationmaster to the best of his ability.

Detonating Signals.

Detonators—supply of.

- 132. (a) Every guard, signalman, engine-driver, gatekeeper, and ganger must be provided with detonators, which he is always to have ready for use whilst on duty; and every person in charge of a station must keep a supply of detonators in a suitable place, known by, and easy of access at all times, to every person connected with the station.
- (b) All the persons above named will be held responsible for obtaining and keeping up the proper supply of detonators.

How to be placed on rail.

133. Detonating signals are to be used for the purpose of attracting the attention of engine-drivers.

They must be placed on the rail (label upwards) and the clasps bent round the upper flange of the rail to prevent their falling off.

134. (a) When an engine explodes a detonator, the How engineengine-driver must immediately shut off steam, reduce driver must the speed, and bring his train under such control as exploding detonating will enable him to stop at once if required, and then signals. proceed cautiously to the place of obstruction, or until he receive a further signal for his guidance.

- (b) When an engine explodes two or more detonators, the engine-driver must immediately bring the train to a stand, and remain there until he ascertains the nature of the obstruction, and then act as the circumstances of the case may require.
- 135. When detonators are used to repeat fixed Detonators signals and call attention to the fact of their being at fixed signals. "stop," the detonators must be observed in the same way that such fixed signals would be observed if clearly seen to be at "stop."
- 136. Detonators must be carefully handled, as they Must be are liable to explode if roughly treated. It is neces-handled and sary to keep them well protected from damp. intervals of no more than two months, one from each person's stock must be tested, to insure that they are in good condition.

At periodically tested.

Fog Signalling.

137. (a) In foggy weather, when the fixed signals Stationmasters cannot be clearly seen at a distance of not less than for employing 400 yards, it is the duty of the stationmaster or other fog-signalmen. officer in charge of the station for the time being to see that fog-signalmen are employed at all the places where their services are required; and, where lengthsmen are employed for the purpose, to arrange beforehand with the inspector of permanent way the lengthsmen who are to act as fog-signalmen at the various posts. The ganger must not be assigned a fixed post, but must be left free to examine his road. as directed by Rule 530. He may, however, when no

other competent man is available, be employed to call the fog-signalmen, to visit them at their posts, and distribute detonators and refreshments in accordance with Rules 149 and 150. The stationmaster must satisfy himself that the fog-signalmen allotted to his station are conversant with the position of the signals and the roads to which they apply.

Addresses and posts of fogsignalmen. (b) A list of the names and addresses of the fogsignalmen, showing the post to which each man is appointed, must be kept exhibited in a conspicuous position in the stationmaster's office and signal box.

Absence owing to sickness, &c.

(c) Absence, owing to sickness or other cause, of any man in the Permanent Way Branch appointed to a fog-signalman's post must be immediately reported by the inspector of permanent way or ganger to the stationmaster or other responsible person, who must at once arrange for a substitute and correct the list of fog-signalmen.

Fog in day time.

138. When a fog occurs between 6 a.m. and 8 p.m., the men appointed to act as fog-signalmen must at once report themselves to the stationmaster and take his instructions. Those who have to do duty at junctions or intermediate signal-boxes away from a station must report themselves to the signalmen on duty at the respective boxes.

Employment of fogsignalmen in the night. 139. When it is necessary to employ fog-signalmen between 8 p.m. and 6 a.m., the stationmaster (or signalmen when there is no other officer in charge) must arrange to have the men called and sent to their respective posts. If the fog-signalmen become aware from their own observation, or from information given to them, that their services are required during the night or at any other time when off duty, they must at once report themselves to the stationmaster (or to the signalman at any junction or intermediate signal-box away from a station) without waiting to be called; but this will not relieve the stationmaster or signalman from the responsibility of sending for the fog-signalmen when

necessary. If the fog-signalman, on his way to the signal-box to report himself for fog-signalling duty, has to pass the signal to which he is appointed, he must, when practicable, if that signal is at "stop," place two detonators ten yards apart on one rail of the line for which he is fog-signalling, and then proceed to the signal-box, getting back to his post as promptly as possible.

140. The stationmaster must satisfy himself that Stationmaster to satisfy the fog-signalmen have duly proceeded to their respec- himself that tive posts when it is necessary for them to do so, and. are at their where the fog-signalmen are numerous a competent posts. man must be appointed to visit them at their posts and see that they are properly performing their duties, and are supplied with the necessary signals, furnishing supply of signals. them with a further supply of detonators, if required.

141. Each fog-signalman must, before proceeding Articles to his post, be supplied with an ample supply of fog-signalmen. detonators (according to the train service), a hand signal lamp trimmed and lighted, and a red and a green flag.

142. (a) If fog-signalling for a "distant" signal, Distant signal. the fog-signalman must place himself outside the signal in connection with which he works, and as far from it as is consistent with his keeping it well in sight. While the signalman exhibits the "stop" signal he must keep two detonators fixed, ten yards apart, on one rail of the line for which the signal is at "stop," and, unless instructions are issued to the contrary, exhibit a red hand signal to the engine-driver and guard of an approaching train. When the signal is lowered, he must remove the detonators from the rail and exhibit to the engine-driver and guard a green hand signal, which must be held steadily in the hand.

(b) The fog-signalman must see that the "distant" signal, which has been lowered for a train to pass, is placed at "stop" after the passing of such train. If, after a reasonable time has elapsed, the signal is not placed at "stop," the fog-signalman must go back to protect the train as directed in Rule 146. The next following train must be stopped, and the engine-driver instructed to proceed cautiously and to inform the signalman at the box in advance of the circumstances. The same precautions must be taken in the event of a "distant" signal light going out and the fog-signalman not being able to relight it.

(c) When there is a "distant" signal arm on a "home," "starting," or "advanced starting" signal post, it will not be necessary to put down more than two detonators, although both signals are at "stop," but the fog-signalman must not take up the detonators unless both signals are lowered. Should the "home," "starting," or "advanced starting" signal be lowered, and the "distant" signal remain at "stop," the fog-signalman must continue to exhibit his red hand signal; and if the fog is so dense that the engine-driver cannot see the "distant" signal, the fog-signalman must verbally caution him by using the words "home signal off—distant on," "starting signal off—distant on," as the case may be.

Home, starter, and advance starter.

- 143. (a) When a fog-signalman is employed in connection with the home, starting, or advanced starting signals, he must place two detonators ten yards apart on one rail of the line for which the signal is at "stop," exhibit a red hand signal to the driver of an approaching train, and carry out any instruction he may receive from the signalman on duty.
- (b) The fog-signalman must see that the signal in connection with which he is employed and which has been lowered for a train to pass, is placed at "stop" immediately after the train has passed. If, however, the signal is not placed at "stop," the fog-signalman must, in addition to putting down two detonators, at once communicate with the signalman.

Position of fog-signaller.

144. (a) After having fixed the detonators on the rail, the fog-signalman must place himself between the detonators and the fixed signal or obstruction for

which he is signalling, and so exhibit the hand signals that they may be seen by the driver or fireman and the guard.

- (b) Fog-signalmen must stand in the best position (having regard to their own safety) for effectively giving the hand signals to the driver or fireman and the guard.
- 145. When the fixed signal for which he is fog- When fixed signalling cannot be seen by the fog-signalman, he be seen by fogmust, unless he can satisfy himself to the contrary, signalman. assume that it is at "stop."

O

146. If the fog-signalman becomes aware of any to protect any obstruction on the line in the immediate neighbour-obstruction hood of the "distant" signal for which he is signal-them. ling, either from a train not having gone forward or from any other cause, he must leave the detonators on the rail and go back along the line, showing a red hand signal, a sufficient distance to protect such obstruction, and must there place on one rail of the line for which he is fog-signalling three detonators ten yards apart, and return to within sight of the "distant" signal. When he is satisfied that the obstruction has been removed, he must take up the more distant detonators and return to his post.

147. When the fog has sufficiently cleared away, When fog sufficiently each fog-signalman must place two detonators ten cleared away. vards apart on one rail of the line for which he is fog-signalling, and then go to the stationmaster or signalman at the box in connection with which he is employed and take his instructions as to whether his services are any longer required for fog-signalling duty. If on arrival at the signal-box the fog-signalman is informed that his services are no longer required, he must return to his post and remove the detonators from the rails if they have not been exploded.

148. In cases of accident, failure, or obstruction, Trainmen not guards and engine-drivers must act strictly in accord-fog-signalmen ance with the prescribed Rules, and must not depend for protection of train. upon fog-signalmen for the protection of their train.

Detonators.
hand signal
lamps, and flags
to be kept at
stations and at
signal boxes.

149. A sufficient supply of detonators, hand signal lamps, and flags for the use of fog-signalmen must be kept at the station and in the signal-boxes in connection with which the men are employed. If the number of detonators first supplied to the men is likely to become soon exhausted, they must communicate with the nearest station or signal-box and obtain a further supply. If the fog-signalman has to leave his post for this purpose, he must leave two detonators ten yards apart on one rail of the line.

Relief men.

150. (a) Stationmasters (when the traffic staff is employed) or inspectors of permanent way or gangers (where lengthsmen are employed) must arrange for relief men when required.

Refreshments for fogsignalmen. (b) Arrangements must be made by the stationmasters for supplying the fog-signalmen with needful refreshments. Intoxicating liquors must not be supplied to fog-signalmen.

At signalboxes in absence of fogsignalmen. 151. At signal-boxes where no fog-signalmen are appointed, or where such men are appointed but have not arrived, the signalman, when he requires to stop an approaching train, in addition to keeping his signals at "stop," must when practicable place two detonators ten yards apart on one rail of the line to which the signals apply.

Signals to be frequently worked and apparatus examined in severe frost.

for proteotion ...

152. During the prevalence of severe frosts the signals and points must be frequently worked by the signalmen when the sections are clear and no train has been signalled, in order to prevent the frost impeding their free working. Fog-signalmen also must see that nothing interferes with the true working of the arms or discs and lamps of the signals for which they are fog-signalling; that the lamp glasses and spectacles are kept clear; and that the wire works freely over the pulleys. Fog-signalmen must at once report to the signalman any defect in the signals or impediment to their proper working. If a fog-signalman is not employed, the ganger of the permanent way must provide for this duty being performed while the frost or its effect continues.

153. At crossing places on single lines the signal-crossing man must, in foggy weather, if it is necessary to cross places on single lines. two trains when the fog-signalmen are not at their posts, either put down two detonators ten yards apart on one rail of the line outside the home signal at each end of the yard or see that some other competent employee does so, and where the electric staff or tablet system is in operation he must not give permission for the staff or tablet to be withdrawn for the trains which have to cross until the detonators have been put down. On lines worked under the train staff and ticket system, the detonators must be put down at least twenty minutes before either train arrives. The same course must be followed in the event of the running line being fouled inside the home signal, whether by shunting operations or by any other cause, the detonators being put down outside the home signal at one or both ends of the yard, as may be necessary.

Train Signals.

- 154. (a) Every train must carry the distinctive Distinctive signals prescribed in the General Appendix (By-law boards, No. 94) and in foggy weather, between sunrise and sunset, the same signals as at night.
- (b) The "special train following" signal is un-special train necessary when notices have been issued, but when a signal, where train is delivering notices of a special train that is not necessary. following it closely the "special train following" signal must be carried by the first train. When a train is, however, running in two divisions, the first division must exhibit the "train following" signals, as directed in the General Appendix (By-law No. 94), even though notices have been issued.
- (c) Engines drawing trains must not carry any Engines tail board or lamp in the rear. trains.
- (d) In the case of two or more engines running Two or more coupled together without a train, the last engine only running must carry a tail board or tail light.

coupled without a train.

Loco. Branch to supply enginemen.

(e) The Loco. Branch will supply train signals (boards and lamps) for engines, and drivers will be held responsible for using them properly.

Special trains running in opposite direction.

155. When a special train has to be run on short notice and the preceding train in the same direction has not carried the "special train following" signal, a red board by day must be placed in front of the engine proceeding in the opposite direction until it meets the special, when the board must be removed. This will notify that a special train is to be run in the opposite direction to the train carrying the signal in front.

Lookout for train signals .to be kept.

156. All persons employed upon the lines are particularly instructed to keep a lookout for train signals.

Control and Working of Stations.

Responsibility of stationmaster.

157. (a) Every stationmaster is answerable for the security and protection of his station, office and buildings, and of the Commissioner's property there. He is also responsible for the faithful and efficient discharge of the duties devolving upon all persons employed either permanently or temporarily, at the station, or within its limits; and such employees are subject to his authority and directions in the working of the line. He is also responsible for the general working of the station being carried out in strict accordance with the Rules and By-laws, and must, as far as practicable, give personal attention to the arrival, shunting, and despatch of trains, and all other operations which, in any way, affect the safety of the line.

Employees to be supplied with Book of Rules, &c.

(b) He must see that every employee under him connected with the working of the line is in possession of a copy of these Rules; and he is responsible for the proper distribution of the time-tables, both ordinary and special, General Appendix (By-law No. 94) Accounts Instruction Book, and other notices having reference to the working of the line as provided in Rule 6.

(c) He must daily inspect the station, and see Daily that the rooms, offices, filters, waterbags, closets, plat- inspection of station. forms, and premises generally, are kept clean, that the waiting-rooms, closets, &c., are supplied with all requisites, including clean towels, soap, water, sanitary paper, &c. Unsuitable deodorants, such as engine ashes, must not be used in earth closets. He must see that all signals, gates, and points are in perfect working order, and that all timepieces show the correct time. The adjustment of the wires of the outdoor signals must be carefully attended to, so that the arms of the semaphores may not give an uncertain indica-

(d) He must see that all orders and instructions office duties. are duly entered and executed, and that all books and returns are regularly written up and neatly kept. He must also see that copies of public notices, By-laws, Notices, Byeurrent time-tables, &c., are properly exhibited and exhibited and are promptly renewed should they get destroyed or renewed. defaced.

(e) He must take care that all the employees at Civility and cleanliness of his station behave respectfully and civilly to passen- employees. gers of every class, and that they come on duty clean in their persons and clothes, and in the uniform supplied to them.

(f) He must report, without delay, to his superior Misconduct or officer any misconduct or irregularity on the part of be reported. any of the employees (see Rule 58); and forward to him particulars of any complaint made by the public.

(g) He must not be absent during his hours of Leave of absence. duty without leave from his District Officer, except from illness, in which case he must immediately inform Illness. the District Officer and take care, as far as he possibly can, that some competent person is entrusted with his duties.

(h) He must keep a record of the names and Names and addresses of addresses of every employee connected with the station, staff and the signal branch, and the length of the permanent men to be kept.

way in which the station is situated, so that they can be communicated with promptly in case of emergency.

Stores.

(i) He must be careful to see that all stores are prudently and economically used.

Cleaning papers and refuse from roadways.

158. (a) The duty of cleaning away paper and other refuse thrown out by passengers on to the roadways immediately in front of stations must be done by the Traffic Staff. The Engineer's Branch must attend to the cleaning of other portions of the station yards, such as manure from cattle and sheep wagons, sweepings from trucks, and ashes from locomotives. The cost of removing ashes must be charged to the Locomotive Branch.

Sweepings from wagons

(b) Sweepings from wagons must be destroyed to be destroyed. under the supervision of the stationmaster, and must not be removed from railway premises.

Goods of any description not to be removed from railway premises by employees.

159. Packages of goods of any description found on railway premises must not be removed without authority; and, to prevent misconception, articles such as fruit, vegetables, fowls, fish, milk, &c., must not be purchased or accepted as presents by employees from carters or others on railway premises.

Employment of extra labourers.

160. When it is necessary to engage extra labourers, they must be employed only for as short a time as possible; and the stationmaster must see that they are not allowed to handle signals, or to shunt vehicles, except under his own personal supervision or that of an experienced shunter.

Extra labourers not to signal or shunt.

> 161. Lad porters must not be allowed to handle signals or shunt vehicles, except under the personal supervision of the stationmaster or an experienced shunter, who will be held responsible.

Lad porters not to signal or shunt.

> 162. Every exertion must be made for the expeditious despatch of the station duties, and for ensuring the safety of the public, and the punctuality of trains.

Station duties. Safety of public. Punctuality of trains.

163. At every station where there is no special signalman, the stationmaster, or a porter appointed by him, must attend to the working of the signals, and be

Assignment of care of signals.

responsible for the correctness of the same. If the Responsibility stationmaster neglects to assign the duties of signal- masters with man to the proper person, he will be held personally regard to signals. responsible.

164. The stationmaster must see that all hand and care of hand train signals used by men under his control are regu- and train signals. larly cleaned, and kept in good order. All employees outside of stations will be held responsible for their signal lamps, flags, &c., being at all times clean and in proper working order.

165. (a) The lanterns and reflectors of platform Care of lamps lamps must be cleaned daily, and the oil-burners taken at stations. to the lamp room every morning, cleaned and trimmed and not replaced until required.

(b) The stationmaster must see that the glass of Electric light, the lanterns which contain the electric lamps is kept and lanterns. clean. The glasses of the electric lamps will be kept clean by the Signal and Light Engineer.

166. (a) The stationmaster must inspect the fixed Stationmaster inspecting signal lamps at least once a week. The result of each signal lamps.

inspection must be shown in the train register book. When inspecting the lamps special attention must be paid to the burners, to ensure a good, clear light. He must see that the lamps are in good working order and that the glasses and other parts are perfectly clean. Damaged burners. The burners must be frequently cleaned of all corrosive and sooty substances. Chipped or damaged burners must be replaced by new ones. The wicks must be removed when dirty or when too short to reach the bottom of the font. The charred or burnt part of the wick must be removed each time the lamp

(b) Signal lamps must not be cleaned at signal Lamps not to be cleaned at posts or in signal cabins. They must be removed to, signal posts. cleaned, and replenished in the lamp rooms daily and not replaced in the signals until required to be lighted.

is cleaned.

(c) Employees who light signal lamps must on Employees each occasion see that the spectacles and lenses of the who light signal lamps. signals are perfectly clean and showing properly.

When the lamps are placed in the lantern on the semaphore the flap at the top of the lamp must be raised and the broad side of the burner must face the lens.

- (d) When it is found that a good light can only be obtained by packing up the interior, the matter must be brought under the notice of the Signal and Light Engineer's Branch.
- (e) Any packing inserted by a signal adjuster must not be removed by any other person.

Lamp-rooms to be kept clean.

167. The stationmasters must see that dirty waste and other refuse is not allowed to accumulate in lamprooms, but is cleared away daily.

Economy in use of gas.

168. The greatest economy should be exercised in the use of artificial light at stations. The gas pressure at the meter should be reduced as low as possible, consistent with a steady light. When necessary to reduce the light, it should be done at the meter, any burners not required being extinguished.

Examination

169. Where gas is used, the burners should be of gas burners. frequently examined, especially in signals, as not only is gas wasted, but the lamps are destroyed by the unnecessary heat if the flame be in excess of requirements. Every stationmaster must keep a memo, book of the readings of the gas meter taken each Monday, and any increase in the consumption should be immediately investigated. An officer of the Traffic or Signal and Light Engineer's Branch must accompany the gas company's representative each time he takes the readings of the gas meter.

Reading gas meters.

170. Where acetylene or oil gas is used for Acetylene or oil gas. station lighting, generators must be charged, and any other attention necessary must be given during daylight, and on no account may the generator be approached with a light.

171. Officers at stations which are supplied with electric light must exercise economy in the use of the light. A record of the number of lamps burning and

Economy in use of electric light. the number of hours in use must be kept, and a return furnished at the end of each month to the District Traffic Officer.

172. Advantage must be taken of bright moon-Platform light nights to switch out any platforms lamps which moonlight can for the time be dispensed with, thereby saving the nights. consumption of current.

- 173. At stations where roof, side, and tail lamps Roof, side, and are supplied to trains, the stationmaster must see that tail lamps. they are properly cleaned and trimmed, and that no smoky, defective, or badly burning lamp is placed in or on the train.
- 174. In the event of a defective or badly side or tail burning side or tail lamp being on a train, the guard lamps defective. must take steps to replace it at the earliest possible moment and report the matter to the stationmaster where the defective lamp is taken off. The lamp must be returned to the station to which it belongs, and the defect remedied before it is used again.

175. At intermediate stations the stationmaster Roof lamps at should, as far as possible, examine the roof lamps on intermediate stations. the arrival of the train, and any that may be burning badly, or are not alight, must be replaced by properly trimmed lamps, or if no good lights are available he must see that word is sent to the nearest available supply so that lamps may be got ready, and so avoid delay to the train.

- 176. (a) Where gas is used for lighting carriages, Gas for it is the duty of the stationmaster to see that the carriages. reservoirs are properly charged, and in good time to prevent delay to the train service.
- (b) The stationmaster at the station where Lights in the train journey terminates must see that the lights extinguished are extinguished as soon as possible after the train at termini. arrives.
- 177. The stationmaster at the station where the Inspection of train journey terminates must examine carriages as regards their trimmings, fittings, cleanliness, and

general appearance, and mark them off for repairs when necessary. If they cannot be taken off the trains, the Loco. Branch must be communicated with, and a record kept of all such reports. The Loco. Examiner will attend to the more serious defects.

To keep station gates locked at night.

178. The stationmaster must see that all the outside gates of his station are locked at night; and that animals are not allowed to trespass on railway grounds or premises, as the consequences may be very serious.

Care of water cranes.

179. At watering stations the stationmaster must take care that the water cranes or delivery hose are properly secured when not in use, especially at night, in order that the jib of the crane may be clear of passing engines or vehicles.

Vehicles to be searched.

180. All vehicles shunted off at stations as "empties" must be at once carefully searched, and any articles which may be found therein forwarded to the owner or lost property office and a report sent to the District Traffic Officer.

Hot axles and defective vehicles.

181. (a) At stations where examiners are not kept, steps must be taken by the stationmaster to remedy any defect that may be observed in the running of the vehicles, supply oil, packing, or lubricator to any of the axle-boxes that may require it, or remove the defective vehicles from the train, as may be found necessary. The opinion of the engine-driver should always be obtained before detaching or reattaching such vehicles.

Goods must not be delayed by hot axle. (b) When a vehicle is left at a station short of its destination in consequence of an axle being hot or from other cause, the stationmaster must take care that the goods are not unnecessarily delayed. If the vehicle cannot be put right and sent forward at once, the contents must be transferred to another vehicle and forwarded to their destination.

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Hot axles must be reported. (c) Every case of hot axle must be reported to the District Traffic Officer, together with full details of the action taken, and, if possible, the cause of heating.

182. The windows of all empty compartments Carriage windows to be must be closed when the carriages are standing in closed, and sidings at the stations, the ventilators being kept open. ventilators open.

183. Where carriage sheds are provided the sta-Carriages to tionmaster must see that carriages arriving at their shelter. stations are placed under shelter as soon as possible after arrival.

184. The stationmasters must give full informa- Overdue tion to inquirers and refreshment-room managers trains. regarding overdue or special passenger trains.

185. Should any casualty occur to a passenger, Accident to either from his own want of caution or otherwise, the names and addresses of passengers and other persons who may have witnessed the occurrence are, if possible, Witnesses. to be procured, for after reference. (See also Rule 53.)

186. Tickets are not to be issued to persons in a Tickets not to state of intoxication, or who are otherwise unfit to be issued to travel, and persons in a state of intoxication must not intoxicated, be permitted to enter a railway carriage, or to remain on railway premises.

187. The stationmaster must see that passenger Overcrowding carriages are not overcrowded, and at stations where carriages. carriages may be detached from a through train he must see that the passengers and their luggage are properly transhipped.

188. Loop lines provided for the purpose of cross-Crossing loops and refuge ing trains on single lines, and refuge sidings on double sidings. lines, must always be kept clear and in readiness for the safe entrance of any train.

189. When vehicles have to be shunted from a vehicles siding on to a running line, or from one running line shunted from siding to main to another running line, and have to stand there, the line, or from shunter or other person in charge must, after sunset line to another. or in foggy weather, take care that a red light is placed on the end of the vehicles so as to face any train that may be approaching on the same line.

Vehicles left on main line to be protected.

- 190. (a) When vehicles are detached from a train and left on the main line or crossing loop prior to being shunted into a siding, the signalman must be at once informed of the fact, in order that he may keep the signals at the "stop" position for the protection of the line, and that he may take the authorised steps for securing safety in one or both directions, as may be required; at night and in foggy weather, in addition, a red light must be shown at the rear of the vehicles, or, where necessary, at both front and rear until they have been placed in a siding. When vehicles have been detached, care must be taken that they are properly secured so as to prevent their moving.
- (b) It is the duty of the shunter or person in charge of the shunting to see that the necessary red light is shown at the rear, or, where necessary, at both front and rear, of vehicles standing on any main line or crossing loop, and the stationmaster must take care that this is clearly understood by the men concerned. The signalman must also keep a good look-out upon the arrival of trains, and if he sees that any vehicle has become detached and is left on any main line or crossing loop, he must take the necessary steps to protect it.

Shunting vehicles from trains.

191. Vehicles must not be shunted into sidings nor towards other vehicles upon the main line unless they are attended by a brakesman or other competent person prepared to put down the brakes, or to apply sprags, as the case may be, so as to prevent their coming into violent contact with other vehicles, or from fouling other lines.

Shunting vehicles at stations on inclines.

Sprags to be kept at stations.

192. The stationmaster must take care, while shunting vehicles at stations situated on inclines, that, in addition to screwing the van brakes tightly down, a sufficient number of hand brakes are pinned down, and sprags used when necessary, to prevent the possibility of the train or any of the vehicles running down the incline. At such stations a supply of sprags must be kept for the purpose.

- 193. When vehicles require to be shunted into shunting incline sidings, the vehicles to be moved at one shunt vehicles into incline must be limited to such a number as the engine can sidings. push up without going at an excessive speed.
- 194. Fly-shunting is strictly prohibited, except Fly shunting. when conducted by experienced shunters, and unless both engine-driver and fireman are on the engine.
- 195. (a) Loose shunting of vehicles against loaded Loose shunting. passenger trains, and of vehicles containing passengers or live stock, is strictly prohibited. Vehicles contain- Shunting vehicles ing passengers or live stock must not be detached from containing the engine until brought to a stand.

passengers or live stock.

(b) Carriages not fitted with the hand brake must Loose not be hand shunted, and, when left detached, the carriages. wheels must be spragged.

196. Shunting must not be done on goods-shed shunting sidings unless the doors of the shed are open and goods shed. securely fastened back, or unless definite instructions are given by the officer in charge of shunting operations to the driver as to what is required; in which case the driver must shunt with extreme caution, and be prepared to stop at any moment. Such shunting, however, cannot be permitted with a long string of vehicles or where the necessary signals cannot be readily given or clearly seen.

197. During shunting operations if, owing to a When driver curve or an obstruction, the driver and fireman are cannot see prevented from seeing the last vehicle of the train or shunter's the shunter's signals, the train must be stopped until the driver thoroughly understands the manœuvre intended.

198. (a) When shunting, care must be taken that Vehicle doors all vehicles' doors are fastened and that the vehicles to be properly are properly coupled up, and are not left foul of an adjoining line. Where a station yard is on an incline controlling it will be necessary that perfect control be had over vehicles. the vehicles by means of the brakes and sprags, and . that no vehicle be left till it is properly secured.

Spare couplings.

(b) Spare couplings must not be allowed to hang on the draw-hooks whilst shunting.

Lights on shunting engines. 199. Shunting engines employed exclusively in station yards and sidings must, after sunset, and during daylight in foggy weather, carry both head and tail lamps showing a red light.

Use of Westinghouse brake while shunting. 200. The use of the Westinghouse brake is prohibited during shunting operations unless the brakes of all vehicles are connected to and worked from the engine.

Penalty for vehicle fouling main line. 201. If, through neglect, a vehicle should get foul of the main line, the person in fault will be liable to dismissal.

Vehicles running away.

202. Should it be found that a vehicle or a portion of a train has run away, the person discovering it must immediately take steps for the protection of all trains.

Obtaining authority to run special trains.

203. (a) When it is necessary to run special trains, the District Traffic Officer must be advised by telegraph at the earliest possible moment, and his consent obtained, if at all possible, before the train starts.

Safety Rule not to be broken. (b) In cases of emergency, where the District Traffic Officer cannot be communicated with, the stationmaster must use his own discretion as to whether the train shall run or not, taking all possible care to ensure safety if he decides to run the train; but in no case will he be justified in breaking the train staff or other Rules made for the safety of the line.

Advice of arrival of train to be obtained.

204. The stationmaster must not leave duty until receipt of advice from the telegraph station in advance of the safe arrival of the last ordinary or special train for the day. Any neglect to send or receive this advice must be promptly reported. (See Rule 494.)

Engines of private owners.

205. No engine in steam, the property of a private owner, shall under any circumstances be allowed to enter upon the main line, except by the written permission of the Commissioner; or the Deputy Commissioners in their respective divisions.

206. The loading, securing, and sheeting of goods, Loading and timber, &c., must be done so as to prevent the possi- goods. bility of anything falling off or extending beyond the proper limit, and goods must be sheeted so as to prevent the possibility of fire or water lodging in the tarpaulins. The greatest care is necessary in this particular, as improper loading is likely not only to cause serious damage to the rolling-stock or the works of the line, but may occasion accident to other trains. from articles falling off and forming obstructions.

207. Vehicles must be loaded in such a manner as vehicles not to to distribute the weight of the load as equally as weights to be possible over the wheels, and they must not be loaded distributed. beyond the carrying capacity painted thereon. The stationmaster will be held personally responsible if an overloaded vehicle is sent away from his station.

208. The dimensions of loaded vehicle must not Dimensions of exceed twelve feet in height in the centre and ten feet load. at the side from rail level, or nine feet in width, without the permission, in writing, of the Divisional Traffic Manager, who must first arrange with the Chief Engineer in the Southern Division, or the Divisional Maintenance Engineer in the Central and Northern Divisions.

- 209. (a) When men are engaged in loading, un- Vehicles not loading, or repairing vehicles in station yards, care to be moved must be exercised not to move them or to shunt others yards. against them without first warning the men of the operation.
- (b) Vehicles so occupied must show a "stop" vehicles signal, and this signal must not be moved by any person but the one who placed it. In the case of whole signal. sidings available to the public for loading or unloading, it will be sufficient that the vehicle at each end shows a "stop" signal.

(c) Employees in charge of loading or unloading (and in the case of vehicles under repair the repairer) will be responsible for the fixing of these signals.

Use of crane.

Loading or unloading of round timber, long timber, angle iron, &c. 210. Whenever a crane is in use whereby the jib, or any other portion of it, obstructs or fouls any line of rails in use for traffic purposes, or whenever, by any possibility, during the loading or unloading of round timber, long timber, angle iron, or other articles of great length, the main line may be fouled, it is incumbent on the person in charge of the loading or unloading to obtain the sanction to the operations of both the stationmaster and signalman, and to see that the proper signals are exhibited until the line is again clear.

Timberloading at stations.

- 211. (a) Timber-loaders working at a station will be under the control of the stationmaster, who must supervise the work and see that the line is not fouled, except when the signals are at "stop."
- (b) When timber-loaders are at work special care must be exercised to see that the line is clear before lowering signals to admit a train.

Engine not to foul main line without permission, and proper signals.

212. No engine shall enter upon or cross the main line without the permission of the person in charge of the points and signals, nor then until the enginedriver has satisfied himself that the proper signals have been exhibited.

Working of Trains.

Stationmaster to see train is carrying proper signals. 213. (a) The stationmaster before giving the guard of a train permission to start must see that the train is carrying the signals directed in Rules 154 and 155.

Guard's signal for starting train.

- (b) The "right away" signal to the driver to start the train must be given by the guard blowing his whistle and showing a green flag (size 12" x 10") by day, and a green light raised above the head after sunset, after having received intimation from the stationmaster that all is right for the train to proceed.
- (c) After the guard has taken his place in the van and the train is underway he must repeat the hand signal to the engine-driver, and the engine-driver must acknowledge the signal.

- (d) After the train has been started and the second "right away" signal has not been received from the guard, the train must be stopped and action taken by the driver to ascertain the cause.
- 214. The fireman on the starting of a train, and Engine-driver both the engine-driver and fireman frequently during look back. the journey (especially when passing through stations or gates), must look back and see that the whole of the train is following safely, and keep in communication with the guard.

215. The movements of the train are under the Train under direction of the guard, to whose instructions as to the guard. stopping, starting, and general working of the train the engine-driver must pay implicit attention.

216. The guard, if there is only one, must ride in Guard to ride the brake-van at the rear, and not in any other part of the train, except when in the execution of his duty. He is forbidden to pass over the tops of the carriages whilst the train is in motion, except in cases of extreme emergency.

217. (a) The guard and engine-driver are indi-Guards and vidually responsible for the due observance of all drivers responsible signals, and must not allow any other duty to interfere for due observance with their attention to signals when approaching of signals. stations.

- (b) They must satisfy themselves that their train is properly protected by signals before moving from one line to the other.
- 218. (a) Where two guards accompany a train it Train under control of the is under the control of the senior guard, who must ride senior guard. in the last vehicle, see that the necessary train signals are in their proper places, and instruct the enginedriver as to the general working of the train. assistant guard must obey the orders of the senior guard.

(b) When two guards are working a train and Train not to be started the assistant guard is riding in the brake van next to without clear understanding. the engine, the signal to the engine-driver to start must

only be given by the guard nearest the engine, and not until after he has exchanged signals with the guard in the rear, and received intimation from the stationmaster that all is right for the train to proceed.

Passenger trains to take precedence.

- **219.** (a) Passenger trains must as a rule take precedence of all other trains.
- (b) In the event of a goods train running late, and likely to delay a passenger train following it, the goods train must be detained, and the passenger train sent on first—the stationmaster telegraphing or telephoning forward the time and the order in which the trains will proceed from his station.
- (c) If, however, the stationmaster or signalman has ascertained by telegraph or otherwise that the passenger train which is due to leave is late, the goods train may be despatched, provided there be a sufficient margin to admit of its reaching the next station in time to avoid delay to the passenger train, the stationmaster taking care specially to warn the engine-driver and guard of the passenger train of the precise time the goods train was despatched.

Delay crossing, goods and passenger trains, single lines. 220. On single lines great care must be taken to avoid delay to goods trains timed to meet passenger trains proceeding in the opposite direction. Station-masters must consult guards and drivers of trains running late as to the probability of making up time or otherwise, to enable crossing places to be rearranged.

Shunting of trains for others to pass.

221. Goods trains must be shunted out of the way of passenger trains; and mineral, goods, and ballast trains must also be shunted out of the way of fast goods and live stock trains at stations where there are fixed signals, in sufficient time to prevent the passenger train, fast goods. or live stock train, respectively, being delayed by the signals either at the station where the train is being shunted or at the station in the rear.

222. Where there is sufficient siding accom- Trains to be modation to contain the train it must not be shunted siding, not from one main line to the other, but always from the from one main line to the main line into the siding.

shunted into other.

- 223. (a) At stations on single lines where trains Trains crossing on single lines. cross, the signals must not be lowered for the second train to enter the station until the first to challenge the signals has been brought to a stand, and the signals which were lowered to admit it have been again placed at "stop."
- (b) When a goods or express passenger train crosses a stopping passenger or mixed train at a station where there is only one platform, the latter train must be put to the platform.
- (c) When two stopping passenger or mixed trains cross, the first train to arrive must get the platform, and the second to arrive must draw forward until the brake-van on the loop has passed, or is at least opposite, the van of the train already at the platform.
- (d) A train must not be allowed to pass between a passenger train on the loop and the platform.
- (e) The train which has to arrive on the loop must not get the home signal (unless where the station is interlocked), but be admitted to the loop by caution hand signal at the points. The hand signal must be waved in the proper manner.
- (f) When a train on a single line is brought to a stand at a station to allow another train to pass through the crossing loop or main line, the guard and driver must see that their train does not foul the line on which the other train is to pass.
- 224. No train may be started before the time Trains running stated in the time-tables, or train notices, but on lines before time shown in worked on the block telegraph system, goods trains time-tables. may be run before the times specified in the time-tables provided the lines on which they have to run, and the stations at which they are timed to stop, will be open

and ready for traffic purposes by the time they arrive, and that the next station or shunting siding can be reached without causing delay to following trains.

Trains in two divisions.

on elle lines.

225. When a train is run in more than one division and there has not been time to issue the special train notice, the first division must run according to time-table, and the stationmaster at the starting point must see that telegraphic notice is sent to all stations in advance.

Meaning of time of arrival.

226. In the case of passenger or mixed trains, the time of arrival means time of arrival at the platform; and in the case of goods trains, the time of arrival in the yard.

Interval of time

227. Where the block, the electric staff, or tablet between trains. system is not in operation, a train must not be allowed to follow any other train within ten minutes, and on mountain ranges an interval of fifteen minutes must be maintained. At night the interval must be twenty minutes in both cases. Where the running time between stations is less than the regulation interval. stations in the rear must obtain "train arrived" by telegraph or telephone from the station in advance before despatching trains at less than the intervals stated above. In exceptional cases (in the day time), when the line is comparatively straight and level and a good view obtainable, a goods or stopping passenger train may be started five minutes after a fast or express train, but in every case the driver and guard must be advised how long the previous train has left in advance.

Trains not to stop where not timed.

228. A train must not be stopped for the purpose of taking up or setting down passengers at a station where it is not timed to stop, without the special authority of the District Traffic Officer, or as provided in Rules 22 and 268.

Goods trains to stop as marked in working time-tables.

229. Goods trains must stop at the places specified in the time-tables unless, on approaching a station or siding, a signal is given by the stationmaster or signalman, by hand lamp or flag, that it is not Exceptions. necessary for the train to stop. When this is done, the train may run past the station or siding without stopping, unless there are vehicles or goods to leave, when the engine-driver will have instructions and will receive a signal from the guard to stop.

230. In the case of a passenger train which is Trains timed timed to stop at a station (where there is a station- to call at stations to master) when required to take up passengers, the take up train must be stopped by the "stop" signal being passengers. exhibited on the platform until the train has been brought to a stand.

231. In the case of trains which are timed to stop Drivers to only if required for the purpose of taking up or setting look towards down passengers, goods, and parcels, drivers must look for signal approaching to the guard's van in sufficient time before reaching to the guard's van in sufficient time before reaching platform. the platform, so as to be able to stop the train should the guard signal to him to do so. Where there is no Platforms one in charge, and no signal provided for stopping no one in trains, the presence of an intending passenger on the charge. platform by day or the exhibition of any sort of light at night will be a sufficient signal for the driver to stop to pick him up.

232. (a) Should a passenger train in stopping at When a a station over-run or stop short of the platform or over-runs or usual stopping place, stationmasters, guards, and stops short of a platform. others must at once take steps to prevent passengers leaving the carriages that are not at the platform or usual stopping place; and as soon as the guard in charge has satisfied himself that all carriage doors are closed, and that no passengers are entering or leaving the train, he must instruct the engine-driver to put back or draw up to the platform as may be required.

(b) If the driver, after having stopped his train Trains at at a platform, desires to move it for engine purposes, must not be he must not move the train back or draw it forward moved. until he has received instructions from the guard in charge to do so.

Train signals on passing trains to be observed.

233. On a train passing a station during daylight the stationmaster and signalman must see that a tail board is attached to the last vehicle, and after sunset or in foggy weather that the side lamps (and tail lamp when necessary) are lighted and in order. If any of the rear train signals are missing he must at once communicate with the station in advance, and not allow any train to proceed in either direction until he has satisfied himself that the train is intact. cases must be reported to the District Officer.

When last vehicle of train does not pass signal-box before it has been shunted into a siding.

234. When the last vehicle of a train does not pass the signal-box before it has been shunted into a siding. or when a train has been brought to a stand within the home signal, and it is necessary to give the "train arrival' signal before the train passes the signal-box. the signalman must, before giving such signal, ascertain from the guard or shunter in charge of the train that the whole of the train, with the rear train signals attached, has arrived, and the guard or shunter will be held responsible for giving this information to the signalman; the fireman being similarly responsible in the case of a light engine.

Tail and side lamps to be changed.

235. Should a vehicle be attached to, or detached from, the rear of a train at an intermediate station, the guard, if there be only one, or the rear guard, if there by more than one, must see that the tail board and side and tail lamps are removed to their proper places on the train.

Shunting of train into siding or from one running line to the other to allow

- **236.** (a) When a train is shunted into siding after sunset, or in foggy weather, for another train to pass, the tail and side lamps must be removed or so disposed of as not to exhibit the red lights to a another to pass. following train.
 - (b) Before any train is shunted from one running line to another after sunset, or in foggy weather, the engine-driver must exhibit a red light in front of the engine (or tender if running tender first), so as to face a train coming from the opposite direction, and remove the other head and side lights which his engine may be

carrying. The red light must be kept exhibited until the whole of the shunted train has again been placed on its proper running line and the head and side lights have been replaced.

- (c) Immediately a train has been shunted from one running line to another, the guard (in the case of a train) must remove the tail light and reverse or obscure the side lights, and the engine-driver (in the case of a light engine) must remove the tail light.
- (d) Before the train recrosses to its proper running line, the guard (in the case of a train) must replace the tail and side lights, and the engine-driver (in the case of a light engine) must replace the tail light.
- 237. When a train has to be shunted from one Train shunted running line to another to allow a following train to from one main line to pass, such train must be set well within the home another must signal, so as to be efficiently protected by it from any within the train approaching from the opposite direction.

be set well home signal.

238. (a) Should it be necessary for the engine to Detaching be detached and leave its train standing on the wrong train standing line of a double line, the guard in charge must place of a double a red light on the front vehicle of the train so left, and line. the engine-driver will be held responsible for seeing that this is done before removing his engine from the train.

- (b) Should the engine have to remove a portion of the train, the guard in charge must see that a red light, as above, is left exhibited on the front vehicle of the rear portion before the front portion is removed.
- 239. At stations where engines change, the Late trains stationmaster must advise the locomotive foreman of stations. late trains, so that engines may not be turned out to stand idle.

240. Whenever delay to a train is caused by Failure of the engine failing and requiring attention before it can information proceed, the driver must give, to the best of his ability, must be given by driver. information as to whether the engine has completely

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failed or not, and how long he will be before he can proceed on his journey, so that arrangements can be made for altered running of trains if it is considered necessary to do so.

Trains following others too closely.

241. If the driver of a goods or other train is doubtful of getting out of the way of a passenger or other train, he must direct the nearest ganger or lengthsman to give the necessary caution signals to the train following him; and whenever a signal indicating a train ahead is perceived, the engine-driver must reduce his speed, even if the train itself is not in sight, and after passing such signal he must be particularly careful in approaching any station and in passing those parts of the line where he cannot see half a mile before him.

Trains losing time—guard to place detonator on rail. 242. When a train is losing time on a double line worked on the time interval system, and another train is following, the guard of the first train must stop and put a detonator on the line; or, if he has been delayed at a siding, he must place a detonator on the line before leaving such siding. This will be a signal to the driver of the following train not necessarily to stop, but to warn him that the train ahead is losing time. (See Rule 397.)

Train moving backwards.

243. When it is absolutely necessary to move a train backwards on any part of the line outside the home signals, it must be protected by the guard, or some other competent person instructed by the guard, proceeding and exhibiting the "stop" signal 400 yards in advance. The speed of the train must not exceed four miles an hour. This Rule applies whether the train staff is on the engine or not, but does not apply when vehicles are pushed by an engine as permitted by Rule 302.

Late trains stationmasters to wire particulars.

244. (a) When a train leaves a station 10 minutes or more late, the stationmaster must immediately wire the stationmaster at the next station where the train has to meet or pass another, and the District Traffic Officer the time the train left and the cause of its

delay. When this has been done, it will not be necessary for the stationmasters at the following stations to wire the same information, but if the train loses more time the particulars must be wired as above. The stationmasters at the intermediate stations must obtain the particulars of the delay from the guard and driver, if necessary.

(b) The guard and driver of a train that is Late trains. Guards and running 10 minutes or more late must inform the drivers to stationmaster, when requested to do so, the cause stationof the delay.

masters.

(c) Stationmasters at crossing stations must Late trains ascertain how the trains timed to meet at their stations stations. are running, and are reminded that delay to trains (which might by a little forethought have been avoided) will be treated as a serious offence.

(d) A special report must be sent to the District Special report Traffic Officer of the extent and the cause of the delays to be sent. to all trains when they exceed 10 minutes. Delays of shorter duration will be reported on guards' and drivers' time sheets.

245. (a) Every guard, when travelling, must keep Guard to a good look-out ahead, occasionally looking along the keep good look-out. train on each side alternately; and should he see any reason to apprehend danger, he must use his best endeavours to give notice thereof to the engine-driver.

(b) Should a guard wish to attract the attention Means to be of the engine-driver, he must, if the train be fitted adopted by guard to with the Westinghouse brake, apply it as instructed in attract driver's attention. the General Appendix (By-law No. 94). If the train be not fitted with the Westinghouse brake, he must apply his hand brake sharply, and release it suddenly. This operation repeated several times is almost certain. from the check it occasions, to attract the notice of the engine-driver, to whom the necessary signal must be exhibited.

Enginemen must observe and obey signals, and be vigilant and cautious.

246. (a) The engine-driver and fireman must pay immediate attention to and obey all signals. must not, however, trust entirely to signals, but must on all occasions be vigilant and cautious.

In foggy weather speed must be reduced if fixed signals are not visible.

(b) When, from fog or from any other cause, the fixed signals are not visible as soon as usual, the speed must be reduced, and every possible precaution used, especially in approaching stations, so that they may be able to stop the train short of any obstruction should the signals be against them.

Driver to travel cautiously, and to stop if fixed cannot be seen.

247. In foggy weather the engine-driver must travel cautiously, keeping a sharp look-out for the fogor hand signals signalmen, who must show a green light to him if the signals are off. When the fog is so dense that the fixed signals cannot be seen by the engine-driver on approaching or passing them, he must, unless he see the fog-signalman's "caution" hand signal, act in accordance with Rule 130.

Speed to be regulated according to time-table.

248. The engine-driver must regulate the running of his engine as accurately as practicable, according to the time-table, so as to avoid excessive speed or loss of time. (See Rule 312 and the General Appendix, By-law No. 94.)

Assistant engine not to leave train except where there are fixed signals.

249. On double lines when one or more engines are employed to assist a train in the rear, or when two or more engines are employed to draw a train, they must not be uncoupled except at places where there are fixed signals and a man on duty, nor then until the engines have been brought to a stand.

Light engines to be coupled.

250. When two or more light engines coupled have to pass through a block section, they must be coupled together before entering such section, and must not be uncoupled except at a block signal-box, where there are fixed signals and a man on duty.

Train drawn by two engines. Duty of each engine-driver as to signals.

251. When two engines are employed in drawing the same train, the engine-driver and fireman of the leading engine are primarily responsible for the observance of signals; the engine-driver of the second 5

engine must watch for, and take his signals from, the engine-driver of the leading engine, but the enginedriver of the second engine is not relieved from the due observance of all signals regulating the safe working of the line.

252. Great caution must be used in starting a Caution in train drawn by two engines to prevent the breaking of drawn by two engines. the couplings.

253. When more than one engine is attached to a second engine. train, the signal of three distinct whistles will signify to reverse and put back, and one to move forward; in each case the leading driver must give the signals, and the other immediately repeat and obey them.

254. When an engine-driver requires the assistance Means to be of the guard's brake he must give two or more short, engine-driver sharp whistles, and the guard or guards must imme- to attract guard's diately apply the hand brakes.

255. The engine-driver must keep a good look-out Engine-driver and fireman all the time the engine is in motion, and the fireman to keep lookmust also do so when he is not necessarily engaged otherwise, but when within station limits the undivided attention of both driver and fireman must be given to signals.

256. The engine-driver must, as far as practicable, Fireman to look have his fireman disengaged when approaching or approaching passing a station, so that he also may keep a good look- or passing a station. out for signals.

- 257. (a) When approaching stations with signals Proper whistle at "stop," the engine-driver must challenge them by station. sounding the whistle, and must, if they remain at "stop," bring the train to a stand, and act in accordance with the Rules relating to signals.
- (b) On approaching stations where the signals have been lowered to "proceed," it will not be necessary to challenge the signals.

Speed of trains when passing through junction points and crossings.

258. Engine-drivers of trains, when running through junctions to or from lines diverging from the straight road, and when entering or leaving crossing loops, must so reduce their speed as to insure a steady passage for the whole train through the junction points and crossings.

Whistle on approaching level crossings.

259. On approaching level crossings the driver must sound the whistle as a warning to the gatekeeper and to any person about to cross the railway.

Engines moving on street railways.

260. The whistle must be sounded, or the bell (where one has been provided) rung continuously, when a train is moving on or across a street unless where a flagman has been appointed to walk in front of the engine, and the engine-driver is satisfied he is attending to his duty of keeping the crossing clear.

Approaching stations where there are other engines or trains.

261. Should a train be approaching, stopping at, or leaving a station on the opposite line, or should shunting operations be going on, while another train is approaching, the engine-driver of the latter must sound his whistle.

Engine-drivers to have trains under control.

262. Engine-drivers of trains must regulate their speed in approaching stations, and when within station limits must have their engines under such control as to be able to stop clear of points and crossings, or of any obstruction there may be, should the signals at any of the intermediate signal-boxes not be lowered for the passage of their trains.

Guard's hand brake; when to be applied.

263. In approaching stations the guard must apply the hand brake at the proper place, and before descending steep inclines he must apply it and steady the train. (See Rule 296.)

To signal train on opposite line

264. (a) Should an engine-driver see when necessary. horses, or sheep on a double line, or observe anything wrong on the line of rails opposite to that on which his train is running, he must sound his whistle and exhibit a "stop" signal to any train he may meet, and stop at the first signal-box or station and report to the

signalman or person in charge what he has observed. Should he meet a train too closely following any preceding train, he must sound his whistle and exhibit a "caution" or "stop" signal, as occasion may require, to the engine-driver of such following train.

(b) Should an engine-driver see horses, cattle, or Live stock sheep within the fences, or near an unfenced railway. he must at once reduce speed, and, if necessary, stop the train, and take every precaution to prevent accident, and report the presence of stock within the fences of a railway to the nearest ganger, lengthsman, or stationmaster, who must take immediate steps to have the stock removed.

265. Should a guard or an engine-driver find Irregularity in any signal exhibited which ought not to be shown, signals to be observe any other irregularity in the working of reported. signals, or any defect in the signals, works, permanentway, or telegraph, he must report the same at the signals, first station at which the train stops, and also in his works, &c., time and occurrence sheet; if the defect be of a serious reported. character, and likely to cause an accident, he must stop at the first signal-box, gatehouse, or lengthsman's camp and inform the person in charge. (See Rule 39.)

• 266. (a) Stationmasters at stations where passen-Passenger ger trains start from, and the guard of the train, must tion. see that sufficient accommodation is provided, making due allowance for the number of passengers likely to be picked up at intermediate stations.

- (b) All cases of overcrowding of passengers or habitual excessive accommodation on trains must be immediately reported by guards and stationmasters.
- (c) When a deficiency of room occurs in a train while on the journey, the guard must request the stationmaster to telegraph to the next station where carriages are kept, to have one or more in readiness to attach on the arrival of the train, and report the fact in his time and ocurrence sheet.

Name of station

267. (a) The stationmaster as well as the guard to be called out. must take care that immediately on the stopping of each train carrying passengers, the name of the station is called out along the train in a distinct and audible manner, and must pay immediate attention to any indication shown by the passengers of their desire to alight.

Passengers changing trains.

(b) At stations where it is necessary for passengers to change from one train to another they must be so informed by announcement in loud and clear tones at each carriage, and special care must be taken to see that the passengers and their luggage are properly transhipped.

Booking clerks to instruct passengers.

(c) Booking clerks must inform passengers who purchase tickets for stations where the train stops only when required that it is necessary to request the guard to stop.

Passengers carried to a wrong station.

268. In cases where passengers are carried out of their way by mistake, the stationmaster, after satisfying himself that they have been overcarried by mistake, will not charge excess fare, but send them to their proper destination by first train, endorsing the back of their ticket to pass them on to the proper station, and report the matter to the District Traffic Officer.

Passengers not to ride outside carriages.

269. Passengers must not on any account be allowed to ride outside the carriages.

Windows of empty compartments to be closed. Ventilators to

be kept open.

270. The windows of all empty compartments must be closed, not only while the carriages are standing at the stations, but also when the trains are running, immediately upon the compartment becoming vacant. The ventilators must be kept open.

Prisoners and insane persons.

271. Prisoners under the charge of police, and insane persons, should not be placed with other passengers, but, if possible, in a separate compartment.

Defective carriages.

272. Should complaint be made of the running of any carriage, the guard must report the fact to the stationmaster or first carriage examiner, and enter

the particulars in his report, giving the number and class of carriage; but if the guard has reason to apprehend danger from such carriage before it can be inspected, he must have it detached from the train.

273. The guard must not allow any passenger Passenger or or parcel to be conveyed by the train unless properly be conveyed booked; and if he has reason to suppose that any unless properly booked. passenger is without a ticket, or is not in the proper carriage, he must request the passenger to show his ticket, and report to the stationmaster any irregularity he may detect. When a passenger is desirous of chang- Passenger ing from an inferior to a superior class of carriage. changing into a superior the guard must have this arranged by the station-class of master.

- 274. Whilst trains are within station limits—i.e., Guards under within the home signals—the guards are under the station-master. orders of the stationmaster.
- 275. A green flag or a green light exhibited by Lengthsmen's lengthsmen indicates that trains must reduce speed to reduce speed. eight miles an hour over the portion of line protected by such green signal.
- 276. Stationmasters at intermediate stations must, Stationmasters as far as practicable, observe the state of the couplings stations to (including continuous brake couplings) on the arrival examination couplings. of the trains, and cause any that require it to be adjusted.

277. At stations where a carriage examiner is Examination employed, the stationmaster must, before starting the starting. train, satisfy himself that the examination of it has been completed, and that so far as the carriage examiner is concerned the train is all right and fit to proceed. This rule will also apply to the inspector, yard foreman, or other person in charge at station yards, who must, before starting a goods train, receive from the wagon examiner an intimation that all the vehicles on the train have been examined and are right and safe to proceed.

Carriage doors, gates, and bars to be closed. 278. (a) Care must be taken that the side doors and end-platform gates and bars of all carriages and other vehicles are fastened before starting the train, and doors must not be opened to allow passengers to alight from or enter a train before it has come to a stand or after it has started. When closing doors care must be taken to avoid injury to passengers.

Unusual stoppage.

(b) In case of any unusual stoppage on the road, guards must request the passengers to keep their seats, except when necessary to alight.

Trains stopping on bridges or banks. (c) Vehicles conveying passengers must not be stopped on bridges or embankments (especially at night) when it can be avoided. When it cannot be avoided, great care must be taken to prevent passengers leaving the vehicles in mistake.

Ladies travelling alone. 279. When ladies are travelling alone, the guards are to pay every attention to their comfort; and, in placing them in the train, they must, if requested, endeavour to select a carriage for them (according to the class of their tickets) in which other ladies are travelling. If ladies wish to change carriages during the journey, the guards must enable them to do so.

Smoking carriages.

280. Smoking in carriages, except in compartments specially set apart for that purpose, is strictly forbidden, and guards must take care that the By-law on the subject is enforced. (See Rule 50.) The guards must, before starting, see that they have a sufficient number of compartments reserved for smokers, and be careful not to place ladies in the compartments so reserved.

Passengers to enter proper carriages.

Re-booking by same train prohibited. 281. Guards must take care that passengers enter the proper carriages for the places to which they are booked, and that no passenger is allowed to leave the train for the purpose of re-booking by the same train, with the view to evade payment of the proper fare.

- 282. The whistle must be sounded on entering Whistle on tunnels to warn men working inside, and must be entering tunnels. repeated occasionally when passing through long tunnels.
- 283. The whistle must be sounded to caution Whistle to lengthsmen at work on or near the line on which the lengthsmen. train is running.
- 284. Engine-drivers of special trains run at short special trains at short notice. notice, and for which printed or written notice has not been issued, or of trains ordered to run in advance of time-table time, or of trains running late, should sound the whistle on entering cuttings and at places where a good view of the line in advance cannot be obtained. so as to intimate to lengthsmen the approach of the train.

285. (a) As men on trollies may be proceeding to Men on trollies their work in the morning, and returning in the after- proceeding to and returning noon, all trains, and especially in the case of special from work. trains, of which written or printed notice has not been given, running between the hours mentioned in Rule 520, must proceed with special caution; and enginedrivers must whistle frequently when on portions of the line where they cannot see well ahead.

- (b) There are a few gangs in which, owing to the running of trains, the hours vary, and, as far as possible, engine-drivers must acquaint themselves of the variations and act accordingly.
- 286. When from any cause a goods train has been Attaching and brought to a stand on the main line, where the line is detaching vehicles of not level, and it is necessary for the engine to be goods train detached from the train for the purpose of attaching not level. or detaching vehicles, the guard must, before the engine is uncoupled, satisfy himself that the van-brakes have been put on securely; and, as an additional precaution. he must pin down a sufficient number of wagon-brakes, and place one or more sprags in the wheels of the vehicle next to the rear brake in the case of an ascending gradient, and of the foremost vehicles in the case of

a descending gradient, so as to prevent the possibility of the vehicles moving away. The number of sprags must be regulated by the steepness of the gradient, the number of vehicles, their loads, and the state of the weather and rails.

Wagons to be labelled, &c.

287. The guard must not attach a loaded wagon unless it is labelled, nor any wagon which he may think unsafe to travel.

Damaged vehicles.

- 288. (a) Whenever any vehicle has received damage, however slight in appearance, by getting off the line or otherwise, it must not be allowed to continue in traffic until it has been inspected and pronounced safe by the carriage examiner at the nearest station, or by an engine-driver specially instructed to report.
- (b) When an accident occurs, drivers and guards must satisfy themselves that no damage has been done to the rolling-stock before proceeding on their journey.
- (c) Guards having damaged vehicles on their trains will be held responsible therefor, unless they have drawn attention to them before starting.

Travelling cranes attached to trains.

289. Before moving or attaching any travelling crane to a train the stationmaster and the guard must see that the jib of the crane is properly lowered and secured, and so fixed that it will pass under the gauge, and it must, when practicable, be so placed that the jib points towards the rear of the train. must take care that all the fastenings provided for the purpose of securing the jib and balance-box in their proper positions during transit are in good condition and applied, and that the necessary guard-wagons are provided. At each stopping place on the journey the guard must satisfy himself that the fastenings are secure. Wagon examiners must also inspect the fastenings, in addition to the usual examination of the wheels, &c. If any defect exist in any of the fastenings the crane must not be attached to a train, and, if travelling, it must be detached for the fastenings to be made good, saled as the correct of the bus melbers and

- 290. When travelling cranes of the heavy bogie speed of class are attached to trains, the speed must not exceed travelling 20 miles an hour. A corresponding reduction must be made when passing over sharp curves.

 - 291. (a) Carriages carrying passengers on goods Position of or mixed trains must be placed next the guard's van at vehicles on trains. the rear.

(b) Wagons containing live stock or explosives must be placed as far from the engine as possible.

- (c) With the above exceptions, all rolling-stock fitted with the Westinghouse brake should be placed next the engine, unless the intervening vehicles have Westinghouse pipe connections.
- 292. (a) Vehicles must not be run on the main When brakevan line without a brake-van in the rear except where is not at rear authorised by the special instructions of the District Traffic Manager, in which case a man provided with the necessary signals must ride on the last vehicle, and except as provided for in Rule 328.

(b) Passenger vehicles may be attached to the rear of a train for special purposes on the authority of the District Traffic Manager.

293. Should any vehicle in a train be on fire, the Train on fire. train must be stopped, and the guard must protect it in compliance with Rules 341 and 342. The assistant guard or fireman must detach the vehicles in the rear of those on fire; the burning vehicle must be drawn forward to a distance of fifty yards at least, then * uncoupled, and left until the fire can be extinguished,

to effect which every effort must be made.

294. (a) When vehicles have been detached from petaching a train the guard must, unless some of the station staff vehicles from are present to take charge of them, see they are properly secured so as to prevent their moving. If the engine be detached for the purpose of putting off or taking on vehicles, or for any other purpose, the guards must keep their hand brakes on to prevent the train moving during the time the engine is away from it.

Spragging vehicles.

(b) If the vehicles be standing on or near a grade, at least two wheels must be spragged, in addition to having the hand brakes on.

Calculation. Effective brake power. 295. In calculating the effective brake power of vehicles fitted with the Westinghouse brake, only the tare of vehicles (and not the gross weight) should be taken.

Brake power descending steep inclines and mountain ranges.

- 296. (a) Before descending steep inclines and mountain ranges, engine-drivers of trains not fitted with Westinghouse brake power must satisfy themselves that the guard has sufficient brake power to control the train. The brakes on the engine and tender must only be applied in the event of the train attaining too much speed, or in the event of a sudden stop being necessary.
- (b) The guard must, if there be not sufficient Westinghouse brake power on the train to control it, stop and pin down a sufficient number of brakes to insure complete control of the train. The guard and driver must confer as to the necessity for pinning down brakes.

Guard to inform driver Westinghouse brake power on train. 297. The guard of a train fitted with the Westinghouse brake must, before starting the train and at places where the engines are changed, inform the engine-driver the number of vehicles there are on the train and upon how many of them the brake can be applied; and when any vehicles are attached or detached on the journey, the engine-driver must be advised, and told whether the attaching or detaching of such vehicles will interfere with the working of the brake on the whole or a portion of the train, and if the latter, to what extent.

Guards not to depend on Westinghouse brake. 298. Guards are not to depend entirely upon the action and power of the Westinghouse brake; but when approaching stations where their trains are timed to stop or to cross other trains, must have their trains well under control, so that they can be brought to a stand with the hand brakes.

299. If the train be fitted with the Westinghouse Westinghouse brake, the guard must see that the air-pipe couplings brake couplings to be between the carriages are properly connected after connected after shunting. shunting is completed, and before starting his train.

300. (a) Engine-drivers must satisfy themselves Testing of that the Westinghouse brake is in proper working Westinghouse brake. order before starting, at each station where the engine is changed, and again at each station where any vehicle is attached or detached. It must also be tested before passing the distant signal of any terminal or Terminal or other principal station at which the train has to stop, other principal and the speed of the train must be reduced by it, and dead-end bay to engine-drivers must always enter such stations, or a special care. dead-end bay at any station, at such a speed as to enable them to stop the train at the proper place by the application of the ordinary handbrake only, and guards must watch the speed of trains and assist the engine-drivers by the use of the handbrake when necessary.

(b) Unless the Westinghouse brake is working Driver to properly when thus tried, the engine-driver must guard's hand whistle for the guard's hand brake, and inform the brake when Westinghouse guard as early as practicable that the Westinghouse brake is not brake is out of order, and the hand brake must be working properly. relied upon for working the train. Special care must then be taken in approaching stations at which the train has to stop.

301. Engine-drivers must not move their trains Not to remove forward after the station work is completed, towards train towards the starting signal before it is lowered, except when until lowered. they are specially ordered by the stationmaster or foreman to do so.

302. (a) Engines must not be allowed to push Engine not to vehicles on the main line, unless within station limits, push vehicles. but must in all cases draw them, except under special instructions from the District Traffic Officer, when banking trains, as authorised in the General Appendix

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(By-law No. 94), when required to start a train from a station, when an engine is pushing the second half of a divided train, or in the case of ballast trains (vide Rule 330). In case of an engine being disabled, the relief engine may push the train slowly to the next siding or crossover-road, at which place the pushing engine must take the lead.

(b) When a train is banked over a section as authorised by the General Appendix (By-law No. 94), the banking engine must not be of a heavier class than the engine in the lead.

Vehicles on trains to be coupled tightly, smooth and easy running of trains, all the vehicles composing the train must be tightly coupled together.

Live stock trains.

304. Live stock trains must not be stopped unnecessarily, and special care must be taken to avoid jerking in starting and stopping.

To whistle before moving. 305. Before moving an engine, drivers must, under any circumstances, sound the whistle.

Not to whistle unnecessarily.

- 306. (a) The continued sounding of the whistle will signify the want of assistance. Engine-drivers must not whistle unnecessarily, especially when attached to or near a passenger train or near residences.
- (b) On double lines worked under the block telegraph system in suburban areas, whistling is almost unnecessary, as trains are advised ahead, and signals are set for them; but when it is necessary to whistle, only short whistles should be sufficient.

To start and stop with care.

To run on proper line.

307. (a) The engine-driver must start and stop his train carefully and without a jerk, and pass along the proper line, which, in the case of an ordinary double line, is the left-hand side of the permanent-way, in the direction in which the engine is travelling.

- (b) He must carefully approach all stations at To be careful which his train is required to stop, and must not stop stations, and short of, or over-run, the platform; he must also short of or over exercise great care in passing stations where he is not run platform. required to stop.
- (c) In stopping his train, he must pay particular Stopping of attention to the state of the weather and the condition of the rails, as well as to the length of the train; and these circumstances must have due weight in determining when to shut off the steam.
- 308. Should an engine-driver observe a train or Trains at stand engine at a stand on the opposite line to that on which obscured by he is travelling, obscured by steam or smoke, he must steam or smoke. sound his whistle and approach it very cautiously, so as to be able to stop if necessary.

309. When an engine-driver brings his engine to Engines to be stopped so as a stand in obedience to signals, he must take care that not to foul the engine does not stand foul of the points or cross-crossings. ings of any joining or converging running line.

310. When a light engine is running on the line Engine-driver of light engine unaccompanied by a guard, the engine-driver will be to carry out held responsible for carrying out the Rules prescribed prescribed for the guards.

for guards.

311. Shunters must not ride on the buffers Rack section, Mount Morgan of trains on the Mount Morgan rack section, but on Branch. a vehicle as near as possible to the engine on the side not to ride on where most brakes are available, so that, in the event leading vehicle. of failure of the rack, the brakes can be pinned down quickly.

Working Trains on Curves and over Mountain Ranges.

312. (a) The speed of goods, live stock, or mixed speed of trains trains when descending mountain ranges must not on mountain ranges. exceed 12 miles an hour, and the speed of passenger trains must not exceed 18 miles an hour.

Speed of trains on curves.

(b) The speed of trains running round curves must not exceed the following:-

Radius of Curve.	GOODS, LIVE STOCK, AND MIXED TRAINS.		PASSENGER TRAINS.	
	414 and 421b. rails	60 lb. rails.	414 and 42 lb. rails.	60 lb. rails
Under 5 chains 5 to 8 chains 9 to 12 ,	12 miles 15 ,, 20 ,, 25 ,,	12 miles 15 ,, 25 ,, 30 ,,	15 miles 20 ,, 25 ,, 30 ,,	15 miles 20 ,, 25 ,, 30 ,,
20 to 24 ,, 25 and over	30 ,,	30 ,,	35 ,, 35 ,,	40 ,,

(c) This Rule must be taken to apply to trains travelling round all curves, with the exception of those on which a reduced speed is specially provided for in the General Appendix (By-law No. 94).

When necessary to stop trains to pin down brakes.

313. (a) Trains which have not been fitted with the Westinghouse brake must stop at the top of a range or bank where it may be necessary, and the guard must pin down such brakes as will enable him with his brake-van to control about one-half of the load behind the tender. It is the duty of the engine-driver to satisfy himself that this has been done. The engine and tender brakes must be held as a reserve power on the ranges, and applied whenever the train attains too high a speed, or a quick stop from any cause is rendered necessary.

Guard must advise stationmaster of his intention to stop to pin down brakes.

(b) Before stopping to pin down brakes the guard must inform the stationmaster of his intention, and the stationmaster, knowing it will be necessary for the train to stop at the top of the bank for this purpose, must be careful not to despatch another train before sufficient time has elapsed for the train ahead to be clear.

Guard not to leave brake-van stopped.

(c) The guard must not leave his brake-van to until train has pin down brakes until the train has been brought to a dead stand, and must be careful to release brakes at the bottom of the bank.

(d) Previous accidents have shown the absolute Guard and necessity of guards retaining ample brake power to driver stop the train if required; and both guard and engine- for insufficient driver will be held responsible for any accident resulting from insufficient brake power. (See Rule 295.)

brake power.

314. When a train is fitted with the Westing-Failure of house brake, and the air pump fails whilst descending Westinghouse air pump. steep inclines, the engine-driver must immediately bring his train to a standstill. If unable to effect repairs to the pump, he should confer with the guard and arrange to act in accordance with Rule 313.

- 315. An interval of fifteen minutes in daylight Interval and twenty minutes at night must be maintained be-between trains. tween all trains running in the same direction.
- 316. Engine-drivers and guards must see that Slack couplings. the screw couplings attached to long carriages are and Cairns slacked back before ascending the Drummond and ranges. Cairns Ranges. They must be again examined at Drummond and Kuranda, and screwed up tightly in accordance with Rule 303. Guards working trains over the Drummond Range must see that the couplings are slackened only sufficient to give the buffers necessary play when going round sharp curves, so as to avoid strain on the Westinghouse hose.

317. Should the draw-gear fail and a train become Trains divided divided whilst in motion, the guard must instantly put by accident. his hand brake hard on, and as soon as possible thereafter leave the van and pin down as many brakes as practicable, so as to prevent the return of the vehicles down the incline. After satisfying himself that the vehicles are stationary and secure, he must as quickly as possible protect his train in accordance with Rules 341 and 342.

Ballast Trains.

318. (a) When a ballast train is required by the Requisition for Engineer's Branch, the District Officer of that branch ballast trains and issue should make application to the District Traffic Officer of notices a week in advance, so that arrangements may be made

for the supply of trucks, &c. In cases of urgency, however, shorter notice may be accepted. The application should, in every instance, state the portion of the line where the train is to be employed, and the probable length of time it will be required. If the train can be arranged for, the District Traffic Officer will issue notices authorising its running between certain sections, which should be confined to as few as possible any extension to be arranged by the District Officer at a later date.

- (b) The Inspector or ganger in charge of the ballast train must at the earliest possible hour during the day arrange his working for the following day and hand same to the stationmaster, or consult the stationmaster before making out his working.
- (c) The wire to the various stations concerned will be sent by the stationmaster after the running has been agreed upon with the inspector or ganger in charge.
- (d) When the ballast train is running over more than one staff or block section, intermediate station-masters must send a copy of the working to gangs, &c., working on the line by the first available train. On single lines, in case of unavoidable delays through late running of trains, "Telegraphic Authority" (vide Rule 407) may be given by the District Traffic Officer or the officer appointed for the purpose.
- (e) In the Brisbane District, owing to the heavy traffic and large number of special coal and other trains running, some modification will require to be made with reference to clauses (b) and (d) of this Rule as circumstances require.

Main line to be cleared ten minutes before train is due.

319. No ballast train, wagon, trolly, or other obstruction shall be allowed to be on any part of the line within ten minutes of a train being due; and, except in cases of accident or absolute necessity, all repairs must be effected and the line made clear and safe for the passage of trains not less than ten minutes before a train is due.

320. A ballast train must not be allowed to run Ballast train to over the line unless in charge of a guard, who must be in charge of guard, who have been passed as competent by the Traffic Branch, must and who will be responsible for the safe working of competent. the train, and will be subject to the rules laid down for the guidance of guards, shunters, &c.

321. All persons in charge of ballast trains must Persons in charge of obey the orders of the stationmasters and signalmen, ballast so far as relates to the time of their running on the trains to obey line, and no ballast engine-driver may leave a siding stationmasters and signalmen. without the permission of the person in charge of the signals and of the guard.

322. Ballast trains and men employed with such Working of trains and all extra gangs must not work on the running lines during a fog, except when authorised under trollies during fog. special circumstances, and no ballast train, wagon, truck, or trolly may be used, if possible to avoid it, except during daylight and when the weather is sufficiently clear for a signal to be distinctly seen at a distance of half-a-mile.

323. Should a ballast train have to discharge or Ballast train take up materials on the main line between two block taking up signal-boxes, the guard of such train must, before materials on main line entering the section, inform the signalman in charge between of the block signal-box of the fact, so that he may be signal-boxes. aware of the proposed occupation of the line, and give any instructions that may be necessary as to the shunting of the ballast train for other trains; and the signalman must intimate to the signalman at the other end of the section, by the means prescribed by his instructions, that the ballast train will be stopped in the section to do work, and in such cases the signalman at the other end of the section need not carry out the instructions contained in Rule 360.

324. Where the block telegraph system is not in Ballast trains operation, the ballast train must not stop to work on double line where no block between stations on the double line until the guard has telegraph. given notice to the stationmaster or signalman personally of his intention; and until such time as the

stationmaster or signalman has received a telegraph message that the ballast train has arrived at the station in advance he must keep all signals at "stop," must not allow any train to pass his station, and must not leave duty or be relieved until the line is clear.

Ballast trains on double lines to be protected.

325. When the train is at work on the double line, it must in all cases be protected by a red-flag signalman, who must stand 500 yards to the rear of the train, and in the case of both lines being fouled two signalmen must be sent out 500 yards—one in each direction.

Ballast train at work on single line on staff. 326. When a ballast train has to work on a single line, the staff must be given to the engine-driver in charge of it. This will close the line whilst the ballast train is at work. Before proceeding to ballast, the stationmaster must arrange with or instruct the guard as to which station he must return to, in order to open the line for ordinary traffic.

Ballast train at work on single line.

On ticket.

327. Special trains required by the Engineer's Department for the purpose of collecting or delivering material between stations may be allowed to travel on ticket, provided that a time-table is issued to all concerned, and that the arrival and departure time is given for each stop required, also that a permanent-way inspector travels with the train and sees that it is protected in accordance with Rule 515 while standing on the line. A train travelling on ticket must not be allowed to move backwards, except as provided for in Rule 243.

Portion of ballast train left on main line. 328. To facilitate the work of the Engineer's Branch, a portion of a ballast train may, if working on train staff, be left upon the main line; but in that case the guard must obtain possession of the train staff, and give the engine-driver written instructions. The guard must keep the train staff and remain with the portion of the train on the main line until the engine returns.

- 329. When a ballast train in possession of the Ballast train staff is at work on the line, it will not be necessary to on staff need not be send out flagmen to protect it, as directed in Rules protected. 341 and 342.
- 330. Trains that are picking up or delivering Pushing ballast trains. ballast or other material between stations may be pushed by the engine for the convenience of loading or unloading when it is not possible to pull the train, but it must be shunted in proper order at the first available station or siding. When the engine is pushing, the speed must not exceed 15 miles per hour.

331. Guards of ballast trains must not, when Starting men are shovelling out, give the signal to start until train when requested by the ganger, who will be responsible for shovelling out. seeing that men are warned before the signal is given.

332. The officer in charge of a ballast train must Doors of see that all doors of ballast wagons are put up and wagons on ballast trains properly secured before the train is allowed to run to be put up. through stations. Guards must satisfy themselves that this is done.

333. Before pushing back or moving wagons on Moving wagons on on inclines. inclines leading into ballast pits, the Westinghouse brake must be coupled up and auxiliary reservoirs charged, so that in the event of a breakaway the brake will act.

334. When working ballast trains which do not Drivers to run to or pass through any depôt where train examine vehicles on examiners are stationed, drivers must daily examine ballast trains. all vehicles on trains worked by them and pay special attention to wheels by tapping them with a hammer in order to ascertain if tyres are tight and sound. Any vehicle found unfit to run or in need of repairs must be sent to the nearest loco, depôt and the officer in charge advised.

335. The officer in charge of a ballast train will officer in be held responsible for seeing that the Westinghouse that the brake is frequently tested, piston travel adjusted when necessary, and that the brake is kept in good to. order.

Trains Stopped by Accident, Failure, or Obstruction.

Accident or irregularity, position of signals to be noted by staff.

336. In the case of an accident or an irregularity, such as a train running past a signal at the "stop" position, signal not alight, &c., it is the duty of the stationmaster, signalman, guard, driver, and fireman to immediately direct each other's attention to the position of the signals and so avoid all subsequent disagreement.

Accidents.

337. In all cases of obstruction it is the duty of the stationmaster to obtain assistance (when that is necessary) to clear the line and resume traffic. He must ascertain as nearly as he can the exact position and extent of the accident—particularly whether anyone is injured—and then telegraph to the district officers of the Traffic, Locomotive, and Permanent Way Departments, making one message do for all, if possible. It will be the duty of the operator receiving these messages to see that no avoidable delay occurs in delivering them to the officers to whom they are addressed.

Telegraphing reports of accidents.

Accidents, care of injured.

338. It is the first duty of the stationmaster at the scene of accident to attend to the injured, and next in importance to see that no delay occurs to messages to and from his station. He must keep a competent operator constantly at the instrument, and, where that cannot be done, must remain in charge of it himself until traffic has been resumed.

Accident to train, or failure of works, to be reported.

339. Any accident to a train, or failure of any be part of the works affecting the safety of the line, must be reported as soon as possible to the nearest inspector of permanent-way and to the stationmaster on both sides of the point at which the accident or failure has occurred; full information must be given. In the event of a signal-box intervening between the point of accident or failure and the nearest station in either direction, the occurrence must also be reported to the signalman on duty.

340. In the event of accident, all employees of the Employees to Commissioner must render assistance as required by assistin case of accident. the stationmaster until a District Officer arrives to take charge of the operations. To convey intelligence of, or to summon assistance to, any accident or failure, summoning a lengthsman must be sent as quickly as possible to assistance. the next gang in each direction, from which a lengthsman must in like manner be sent to the next more distant gang, until information of the accident has by this means reached the nearest station in each direction and the necessary assistance has been obtained; the lengthsman of each gang proceeding without loss of time to the place at which their services are required.

341. When a train is stopped by an accident, Protection of failure, or obstruction, the guard, if there be only one, trains stopped by accident or or the rear guard, if there be more than one, must otherwise on the (except where it is efficiently protected by fixed main line. signals, and except on single lines when the train staff or tablet for the section is upon the engine) immediately go back 500 yards to stop any following train, and, in addition to his hand-signals, he must take not less than six detonators (to be used by day as well as by night), which must be placed upon the line of rails on which the stoppage has happened, as follows, viz.:-

- 3 Detonators, 10 yards apart, at a distance of about 400 yards from his train, and
- 1 Detonator, at a distance of about 500 yards from his train.

He must also conspicuously exhibit his hand "stop" signal to stop any coming train. The guard must not return to his train until recalled by the engine-driver sounding the whistle of his engine three times, and when recalled he must leave the one most distant detonator, and return to his train, taking up the other detonators on his way.

342. When a guard on going back to protect his Protection of train arrives at a signal-box, he must, in addition to signal-box. placing the detonators on the rail opposite the box,

instruct the signalman to keep his signals at "stop" in order to protect the line which is obstructed. The guard must then return to his train or take such other steps as may be necessary to deal with the obstruction. The fixed and detonating signals must not be taken off until intimation has been received from the point of obstruction that the line is clear, and when "Train arrived" is received from the signal-box in advance for the line which has been obstructed, the next train passing through the section must be stopped, and the engine-driver told to travel cautiously through the section.

Second train coming up before removal of obstruction.

343. (a) If a second train come up before the obstruction has been removed, the guard of the second train must protect his train as directed in Rule 341. The guard of the first train, having assured himself that the guard of the second train has gone back with the necessary signals for the protection of the second train, may then rejoin his own train. If other trains come up, the same rule must be carried out, the guard of the last train being the protection for the whole.

Guard of train withdrawing from obstruction must see remaining train is protected.

Stoppage or failure where line is worked on block system.

- (b) When any train goes back from the scene of the obstruction, the guard must satisfy himself that proper protection is provided before he leaves, either by the guard of the train in front of him or a man specially posted for the purpose.
- 344. Should the accident, failure, or obstruction occur on a portion of the double line worked on the block system, the person who goes back to protect the train must (after placing the detonators on the rails as described in Rule 341) proceed as quickly as possible to the nearest signal-box in the rear, and inform the signalman of the occurrence, and take such other steps as may be necessary for securing the safety of the line.

Note.—When the nearest signal-box in the rear with a man on duty is more than two miles distant from the obstruction, the guard need not go to such signal-box unless he requires to communicate with the signalman for working purposes, but he must act in accordance with Rule 341.

345. (a) Should an accident to a train accompanied Both lines by only one guard cause the obstruction of both lines, obstructed, and and the engine-driver has gone forward without being driver gone forward not aware of the accident, the guard must, if he can aware of the obtain the services of a competent person, send him fact. forward to protect the opposite line to that on which the train was running in accordance with clause (b) of this Rule, and he must go back as directed in Rules 341, 342, and 344.

- (b) In the event of no competent person being at hand, the guard must, if the block system is in operation on that portion of the railway, first go forward, exhibiting his hand "stop" signal, and place upon the opposite line to that on which his train was running-
 - 3 Detonators, 10 yards apart, at a distance of about 400 yards from the obstruction, and
 - 1 Detonator, at a distance of about 500 yards from the obstruction,

and then return and protect the rear of his train as prescribed in Rules 341, 342, and 344.

- (c) Where the block system is not in operation, the guard must use his discretion as to which line he protects first, having regard to all the circumstances of the case, but he must use his best exertions to provide for the protection of both lines with as little delay as possible.
- (d) When more than two lines exist, and each is fouled, the necessary steps must be taken to protect all the lines obstructed.
- 346. Should an accident happen to a train without Accident to a guard, occasioning the obstruction of both lines of train without guard, causing rails, the engine-driver must, in addition to sending both lines to be obstructed. the fireman back, go himself, or send some other competent person, 500 yards in advance of the engine. to stop trains travelling on the opposite line to that upon which his train was running, in like manner as the guard is directed by Rules 341, 342, and 344.

Accident to train obstructing both lines; engine not disabled.

347. (a) Should an accident cause a train to foul, or to be dangerously near to, any line of rails used by trains running in the opposite direction, the enginedriver of the disabled train must immediately detach his engine (if it be able to run forward) and proceed with it 500 yards from the scene of accident, and leave his fireman with detonators to act as laid down in Rules 341, 342, and 344, to protect the opposite line of rails; the engine-driver must then go forward to the nearest signal-box or station and inform the signalman of the obstruction, in order that any train running on the opposite line may be stopped until the obstruction has been removed. In the course of the journey from the scene of the accident to the signal-box, the engine-driver must stop any train that may be approaching on the opposite line, sounding the brake-whistle, exhibiting the necesary hand signals, and, in addition, showing a red light at night.

Engine disabled.

(b) Should the engine be disabled, the fireman must at once go forward and place the detonators on the opposite line of rails, and also perform the duties of the engine-driver as prescribed in clause (a) of this Rule.

Train without guard left on main line unprotected by fixed signals.

348. When, from any cause, a train without a guard is compelled to remain upon the main line unprotected by fixed signals, the engine-driver must (except on single lines when the train staff or tablet for the section is upon the engine) send his fireman. or some other competent person, to carry out the Rules prescribed for guards for the protection of the train.

When necessary of a train on double lines.

349. (a) When, in the case of double lines, a porto leave portion tion of a train is left upon the main line from accident, or inability of the engine to take the whole forward. or from any other cause, the engine-driver must not return for it on the same line, except as provided in clause (b) of this Rule, but must cross on to, and travel along, the proper line, and recross at the nearest point behind the part left, which he must push before him until convenient to go in front again with the engine.

(b) If it be found necessary to return to the When necessary train or rear portion of the train on the same line, to return on same line to the engine-driver must, before starting with the front rear portion. portion, send his fireman back to the guard to obtain a written authority to the signalman or person in charge at the nearest crossover-road in advance authorising him to allow the engine to return from that point on the wrong line. Should there be any intermediate signal-box, the order held by the engine-driver must be shown to the signalman at such box. The provisions of Rule 357 (clauses (c), (e), (f), and (g)) must be carried out.

350. In the event of a train sticking on a bank or Assistance becoming disabled in a double-line block section, and from rear for train stuck on it is more expedient to obtain the assistance of a bank on following train or of an engine from the rear, Rules 341, 342, and 344 must be complied with. The stationmaster or signalman at the beginning of the section may, after satisfying himself as to the position of the disabled train, and ascertaining that it has been protected by the guard in accordance with Rule 341, give written instructions to the driver and guard of the succeeding train to proceed into the section and assist in pushing the disabled train to the next siding or crossover; but the guard and driver must be clearly informed of the position of the disabled train, and the signalman in both the rear and advance cabins must be notified of what is being done. The guard of the disabled train must, when sending for assistance, state the fact that he is protecting his train in the rear. The stationmaster or signalman issuing instructions to the guard and driver of the second train must obtain a signature from them.

351. When, in the case of double lines, a train is Assistance from brought to a stand on the main line, owing to a failure front for train stuck on bank of the engine, and the guard has gone to the rear to on double line, protect it, it may be necessary for the engine coming to the assistance of the train to travel on the wrong line from the signal-box in advance. In such a case

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the engine-driver of the disabled train may write out an authority for the signalman at the box in advance to allow the assistant engine to travel on the wrong line to the disabled train. The fireman of the disabled train must protect his train in the front by placing 3 detonators, 10 yards apart, 100 yards in advance of it, together with a red flag by day or red light by night, and then convey the written authority to the signalman, and must accompany the assistant engine to his train, advising the engine-driver of such engine where the disabled train is situated, and under what circumstances: and the signalman must show the authority to the engine-driver of the assistant engine before allowing it to proceed on the wrong line. The engine-driver of the disabled train must not allow his engine to be moved ahead until the assistant engine arrives, unless satisfactory arrangements have been previously made to prevent the assistant engine from coming on the wrong line.

Train running for a short distance in wrong direction on either line in case of accident. 352. If, in case of accident, a train is unavoidably obliged to run for a short distance in the wrong direction on either line, the guard or fireman must go or send some other competent person back to the next signalman, and obtain his permission in writing for the train to run on the wrong line to his post; but the engine-driver must not, under any circumstances, move in the wrong direction until he has received such written permission, and when so moving in the wrong direction he must not proceed at a greater speed than four miles an hour, and must make frequent use of his whistle.

Trains stopping at block signalbox waiting "proceed."

Protection to trains stopping between two block signalboxes. 353. When a train is stopped at a block signal-box inside the distant and close up to the home signal, waiting the "proceed" signal, guards need not go back with signals to protect it; but, in case of a stoppage or failure between two block signal-boxes, the guard must go back and protect the train as required by Rules 341, 342, and 344.

- 354. (a) Should any part of a train become Train divided detached when in motion, care must be taken not to when running. stop the front part of the train before the rear portion has either been stopped or is running slowly, and the rear guard must promptly apply his hand brake to prevent a collision with the front portion.
- (b) If the divided train be running on a falling gradient, or where the line is level, the front portion must not, when the line is clear for it to proceed beyond the signals, be stopped so as to risk its being overtaken by the second portion; but when such train is running on a rising gradient, the first portion must be stopped and shunted into a siding as expeditiously as circumstances will permit.
- (c) The signalman must not exhibit the "stop" signal to stop the first portion, but must give the engine-driver a green signal, waving such signal from side to side, and endeavour to advise him of the circumstance as he passes; if the train is running on a rising gradient, the signalman must stop the first portion and deal with it as expeditiously as possible, to prevent the second portion coming into collision with it.
- (d) The signalman or stationmaster receiving information as above must stop trains proceeding in the opposite direction, and any train so stopped must not be allowed to proceed until satisfactory evidence has been obtained that the line on which it is about to run is not obstructed.
- 355. There may be cases requiring the train to be Stopping trains stopped, owing to the failure of or accident to some failure or part of it, when the prompt exercise of judgment and accident to skill is necessary to decide whether to stop quickly or otherwise. If the engine be defective, the sooner the train can be stopped the better. If any of the vehicles be off the rails, the brakes in the rear must be instantly applied, in order that by keeping the couplings tight the disabled vehicles may be kept up and out of the way of the vehicles behind until the force of the latter is

some part of it.

exhausted, it being desirable in such cases that the front portion of the train should be brought slowly to a stand. The application of the front brakes might in such cases result in further damage, and great care must be exercised in their application. In all cases the application of brakes behind a disabled vehicle will be attended with advantage.

Engine carrying staff disabled.

356. (a) In the event of an engine which carries the staff breaking down between two staff stations, the fireman must take the staff to the nearest telegraph station, and the stationmaster at the station to which the staff is taken will be held responsible for carrying out all special arrangements necessary during the continuance of the obstruction.

Engine carrying

(b) Should the engine that fails be in possession ticket disabled. of a ticket instead of the staff, the fireman must take the ticket to the nearest telegraph station and obtain assistance.

Disabled train not to be moved after staff or ticket sent away.

(c) The disabled train must not be moved after the engine-driver has parted with the train staff or ticket until definite instructions are obtained from the officer in charge at the telegraph station. The enginedriver and guard must confer as to how the necessary assistance can be quickest obtained before sending off the fireman. All three must arrive at a thorough understanding as to what is to be done, and great care must be taken to prevent the possibility of any mistake or accident.

Fireman must accompany relief engine.

(d) The fireman must, if possible, accompany the relief engine to the place where he has left his own engine.

Guard must protect train both ends.

(e) The guard must see that the train is protected at both ends, in accordance with the Rules, to prevent collision by the relief engine.

Dividing train, single line.

357. (a) When a train upon a single line has to be divided through accident or inability of the engine to take the whole forward, the engine-driver must as quickly as possible send the fireman to inform the guard of his intention and at the same time deliver up to the guard the train ticket or staff, as the case may be. The guard must then give the driver an order in writing to go forward to the nearest siding or station with the first portion of the train and to return for the second portion. If the train be assisted by an engine in the rear, the fireman must obtain the When assisted by an engine train ticket or staff from it also, and hand it to the in the rear. guard; and if the train be travelling on ticket the guard must, after securing his hand brake, go back and protect it in accordance with Rule 341, but if the Protection of train be travelling on staff he will remain with the rear being divided. portion of the train and carry out the provisions of clause (e) of this Rule in respect to that portion.

(b) When two guards accompany the train, the When two senior guard must protect the rear portion if necessary guards and the assistant must take up the duties allotted to accompany the fireman in these Rules.

(c) In the event of another train approaching, Guard to the guard must stop it clear of the rear portion of the stop any following disabled train, and must not allow it to move the rear train. portion.

(d)—

- (i.) Should it be necessary to divide the train Dividing train to a siding or station in the rear and the to a station in rear engine is carrying the staff, the guard will, in that case, after receiving the ticket from the leading engine and the staff from the rear engine, issue the order to the driver of the latter instead of the front engine, and the duties of the driver and fireman (clauses (e) and (f) of this Rule will then devolve upon the driver and fireman of the rear engine.
 - (ii.) In the event of the banking engine travelling on "Train Ticket" or "Telegraphic Authority," the train must not be divided to the rear unless the train staff can be obtained without undue delay.

Duties of fireman when necessary divide a train. (e) It will be the duty of the fireman to uncouple behind the portion the driver decides to take forward, and before uncoupling to apply all hand brakes upon the vehicles which are to be left, and at night to place a red light upon the leading end of them. He must see that the vehicles of the first portion of the train are properly coupled and test the Westinghouse air brake before proceeding to the siding or station in advance; he must also see that the latter are properly secured in the siding with brakes pinned down before uncoupling the engine to return for the second portion. In the event of any of the vehicles being non-Westinghouse, the fireman must ride on the last vehicle; if all Westinghouse, he may ride on the engine.

Driver to protect front of portion left.

(f) The engine-driver, after starting with the front portion, must stop and fix two detonators on the rail, and place a red flag by day or a red light by night sufficiently far in advance of the rear portion of the train to enable him to approach it cautiously on his return. Great care must be taken in coming back not to collide with the second portion and thereby start it down the incline.

Driver's signal to recall guard.

(g) The engine-driver on his return, and after he has coupled on to the rear portion and made all ready to start, will give three whistles as a signal for the guard to return; and the guard, on hearing the engine-driver's signal to return, must satisfy himself that no train is approaching before returning to his train or withdrawing the protection of signals. He must leave one detonator in accordance with Rule 341.

When engine has returned to train.

(h) When the engine has returned to the train and is ready to start, the guard must then return the ticket or staff, or the ticket and staff, to the engine or engines, as the case may be, to enable the drivers to proceed.

Dividing trains travelling on "Telegraphic Authority." 358. In cases of trains travelling on ""Telegraphic Authority" (vide Rule 407), they must be treated the same as trains travelling on train staff ticket.

359. (a) On those portions of the double line not Guard to worked on the block system, when from any cause a when running train is unable to proceed at a greater speed than four slowly. miles an hour, the guard, if there be only one, or the front guard, if there be more than one, must immediately go back, or send some other competent person, 500 yards, or to the nearest signal-box, if there be one within that distance, in which case the signalman must be advised of the circumstances. The person who goes back must follow the train at that distance, exhibiting the "Stop" signal, so as to stop any following train, until the train is able to continue at its proper speed or has been shunted.

- (b) When an engine is employed to assist a train in the rear, and such train is unable to proceed at a greater speed than four miles an hour, the duty of protecting the train will devolve upon the guard in the same way as if no engine were assisting in the rear.
- 360. Should an unusual time elapse after the Trains not "Train on Line" signal has been received without the tunnel or train so signalled coming in sight, the signalman must, coming in sight within if there be a tunnel in the section in which the train reasonable is running, prevent any train in the opposite direction proceeding on its journey until he has ascertained that the line on which it has to run is clear; and if there be no tunnel in the section, the signalman must stop the first train proceeding in the opposite direction, and inform the engine-driver of the circumstance. and, after the necessary signals have been sent and acknowledged, instruct him to proceed with caution.

361. (a) Should any vehicle or portion of a train vehicle or train get beyond control and run away, the signalman must running back on wrong line. call the attention of the signalman at the next signalbox or station towards which the vehicle or portion of the train may be running.

(b) The signalman receiving this signal must immediately place all signals at "Stop," and take any other protective measures which he may deem necessary.

Working the Traffic of a Double Line, over a Single Line of Rails, during Repairs or Obstruction.

When one line is blocked.

362. Should an accident or obstruction of any kind block one of the lines of railway so as to necessitate the passing of all up and down trains upon a single line, immediate steps must be taken to establish pilot working in accordance with the following Rules, and 3 detonators, 10 yards apart, must be placed clear of the running line on each rail at both ends of the blocked line, a short distance from the point where single-line working commences, and a red flag by day and a red light by night must also be placed on the blocked line near the detonators.

Protection.

Suspension of block telegraph working.

363. When single line has to be worked, and it is necessary to suspend block telegraph working, this must be done only by an order in writing from the person who arranges the single-line working. A circular memo. must be issued to all concerned as soon as possible.

Appointment of pilotman.

Pilotman's badge.

364. A competent person must be appointed as pilotman, who must wear a red flag tied round his left arm; and, after sunset, he must also carry a lamp showing a half-red and half-green light, or a lamp showing a green light and a lamp showing a red light tied together.

Forms to be used for establishing single-line working.

365. (a) Three or more (as may be necessary) of the printed forms (see specimen form page 119) provided for the purpose of establishing single-line working must be filled up and signed by the station-master, or officer in charge of the single-line arrangements. One of these he must deliver to the signalman in charge of the crossover-road at which the single-line working commences; the second must be retained by the pilotman; and the third conveyed by the pilotman to the officer in charge of the other end of the single line. So soon as the officer who has made the arrangements for the single-line working is satisfied that they are understood, trains may be allowed to go on to the single line under the control, and by the permission, of the pilotman.

(b) Should any intermediate signal-box or station signalman at exist between the points at which single-line working intermediate post to be is put into operation, a copy of the form for single-line supplied with a working must also be left with the officer in charge of such intermediate post.

copy of form.

Note.—It will generally be found most expeditious for the stationmaster in advance of the obstruction to undertake the arrangements for single-line working, as he will have a clear road in the proper direction, on which the pilotman can make his first journey; the pilotman can commence single-line working so soon as he is in possession of the acknowledgments from the men in charge of both ends of the single line.

> [Form referred to in Rule 365.] QUEENSLAND RAILWAYS. Single-line Working During Obstruction. Station.

Form to be used for single line working

The line being blocked between and , all traffic will pass between those two places on the

will act as pilotman, and no engine or train is to be allowed to pass on to the single line unless he is present and personally orders the engine or train to start, and rides on the engine into the section.

This order is to remain in force until withdrawn by the pilotman presenting my written authority.

(Signed) * Noted by at * Noted by at * Noted by Pilotman.

* These signatures must be made on the copy held by the photman

The above form must be filled up and used whenever it is temporarily necessary to work the traffic of a double line over a single line. It must not be used for pilot working on a single line of railway.

Six of these forms must be kept in a convenient place at each station, and at each intermediate signal-box where there is a crossover-road, so as to be available at any moment, night or day.

Before single-line working is commenced, a copy of this form must be signed by the person in charge at each end (a copy being left with the person in charge of each intermediate signal-box), and be kept by the pilotman, who must see that each of the men signing the form retains a copy for himself.

In the event of a stationmaster himself acting as pilotman, he must address and give the form to the person he leaves in charge of his station.

If an intermediate place (not a station) be used for crossing the traffic from one line to the other, the form must be addressed and given to the person in charge of that crossing.

Stationmasters and other persons in charge receiving this form will be held responsible that the inspectors, foremen, signalmen, and others at their station are immediately made acquainted with the circumstances, and are instructed in their necessary duties.

Particulars as to the working or otherwise of the block telegraph must be written across this form.

Limit of singleline working.

road, where there are no fixed signals, is used.

When hand signal at 500 yards cannot be engine-driver.

366. Single-line working should be confined to points at which there are fixed signals with a crossoverroad, and at all times to the shortest length possible; but in the event of a crossover-road not protected by When crossover-fixed signals being used for single-line working, a competent man, with the necessary signals, must be placed at least 500 yards beyond the crossover-road signal in place of the distant signal, and another man (also provided with the necessary signals) at the points to signal in place of the home signal. Should the distance of 500 yards fall within a tunnel, or close to the mouth of a tunnel nearest to plainly seen by the obstruction, or in any other portion where, owing to the formation of the line or to some other circumstance, the engine-driver of an approaching train would be unable to obtain a distinct and distant view of the signal, then the signal must be exhibited at the end of the tunnel farther from the crossover-road, or at such a distance over and above the prescribed distance of 500 yards as may be necessary to insure the engine-driver obtaining a good and distant view of such signal.

Pilotman to be present.

367. An engine must not enter upon any portion of the single line without the pilotman being PRESENT and riding upon the said engine. If two or more trains are required to follow in the same direction, the pilotman must ride on each engine until the train has entered the single-line section, but need not accompany any but the last to the end of the section.

368. During foggy weather, or when a tunnel During foggy intervenes or the gradients are heavy on the section weather or when a of the line where the traffic has to be worked on a tunnel single line, block telegraph working must be main- gradients tained on such section, the up trains being signalled heavy. on the up-line block-telegraph circuit, and the down trains on the down-line block-telegraph circuit, or the pilotman must accompany every train passing over the single line.

369. A train must not be allowed to enter upon Engine-driver the single line without the engine-driver and guard or and guard or and guard or guards having first been informed by the pilotman that about to enter single line is being worked, and of the points between to be informed which it is in operation.

that single line is being worked.

370. (a) The signalman at each end of the single signalmen to line must know the man appointed as pilotman, and know pilotman. must countersign the form for single-line working held by him (the form held by each signalman being in like manner countersigned by the pilotman). The signalman must place at "stop" the signals applicable applicable to to trains entering upon the single line, and keep them trains entering upon single line. so until the ordinary working of the traffic is resumed.

(b) The signals at intermediate boxes must be signals at worked, or kept at "stop," as the person arranging intermediate boxes. the single-line working may direct, and engine-drivers must be advised whether the signals will either be worked as usual or kept at "stop"; and in cases where ordered to be kept at "stop," engine-drivers must pass them when instructed to do so by the officer in charge.

371. When both lines are blocked and it becomes Transfer of necessary to work trains up to the point of obstruc-where both tion on both sides of both lines for the transfer of blocked.

passengers or any other purpose, pilot working must be arranged between the nearest crossover-road and the point of obstruction, a pilotman being appointed to act on each of the four sections in accordance with these Rules.

Speed of trains.

372. Trains, when working over the single line, must be run cautiously and at reduced speed; and after sunset, or during foggy weather, two red side lights must be carried on the engine in addition to the head light.

Forwarding of passengers.

373. After making the necessary arrangements for the safety of the passengers and trains, it will be the duty of the guards and engine-drivers (if no superior officer be present) to arrange for the passengers being forwarded as soon as possible, acting in strict accordance with these Rules.

Points which become facing points to be held or secured.

374. All points which become facing points to trains running over the single line must either be held. by a competent man appointed to the duty, or so secured as to enable the trains to pass safely over them.

Change of pilotman.

- 375. (a) Should the pilotman give up the working to another, the name of the second pilotman must be substituted on new forms, to be held by the signalmen at both ends of the single line; but this can only be done by the person who arranged the single-line working, and he, on doing so, must collect and retain the forms previously issued.
- (b) After one pilotman has been relieved by another, the pilotman who has been relieved must not ride upon any engine until he resumes duty as pilotman.

Signalman

376. Should the signalman be changed during the changing duty. time the single-line working is in operation, the man coming on duty must be made acquainted, by the man going off duty, with the arrangement in force and with the person acting as pilotman; he must, before taking charge of the signal-box, countersign the form held by the pilotman.

377. (a) Upon the working of the double line being Resumption of resumed, any order suspending the working of the double-line working. line by block telegraph must be cancelled by a written notice in the same manner and at the same time as the order for working single line is cancelled.

- (b) On the resumption of the ordinary working, all forms which have been issued for the single-line working must be collected and sent to the District Traffic Officer.
- 378. The pilotman must accompany the first train Pilotman to in each direction after the double line has been train in each re-opened.
- 379. Whenever it is necessary, in consequence of one line repairs to the road or relaying, to block one of the blocked owing lines and work the traffic on the other, the arrange- relaying, and ments for conducting the traffic must be made in the traffic worked on other line. same way as laid down in the foregoing Rules, except in cases where special instructions are provided.

direction after double-line has been re-opened.

Rules for Working Single Lines of Railway by Train Staff and Ticket.

Note.—These rules apply also to working single lines on the electric staff and train tablet systems with the exceptions stated in Rule 408.

- 380. A train staff or train staff ticket must be Train staff or carried on the engine of each train, and without this ticket to be staff or ticket no train shall be allowed to travel on the line, except as provided for in Rules 407 and 409 to 425, inclusive.
- 381. A train must not be permitted to leave any No train to staff station unless the staff for that portion of the staff is at the line over which the train is to travel is then at the station. station, except as provided for in Rules 407 and 409 to 425, inclusive.
- 382. Each staff has engraved or marked on it the staff, name of the staff station at each end of the section to description of. which only it applies.

Custody of staff.

383. The person in charge of the staff working for the time being is the sole person authorised to receive and deliver the staff or ticket.

Penalty for staff or ticket.

384. An engine-driver will render himself liable engine-driver leaving without to dismissal if, under any circumstances, he leave a staff station without the staff or ticket for the section over which he is about to run, except as provided for in Rules 407 and 409 to 425, inclusive; or if he leave with a ticket without having first seen the proper staff.

Engine-driver not to start until he has received the staff or ticket.

385. An engine-driver must not take the staff or ticket from any other than the officer in charge of the staff working for the time being. After receiving the staff or hoop containing the ticket, he must not proceed until he has satisfied himself as to the correctness of the same. On arriving at the station to which the staff or ticket extends, such staff or ticket (and hoop) must immediately be given up to the officer in charge of the staff working.

Staff or ticket to be given up.

Used train staff tickets to be sent District Traffic Officer.

386. The used train staff tickets must be kept separate for each section, and be sent to the District Traffic Officer at the end of each month. Any irregularity such as tickets missing, wrong numbers, &c., must be specially reported.

Train staff ticket hoops.

387. Stationmasters must write the name of the station legibly on the ticket hoops, and stations receiving them must return them in due course.

Tickets to be kept in a box, of is the key.

388. (a) The ticket-book in use must be kept in which the staff the proper ticket-box fastened by an inside spring, the key to open the box being the staff for the same section as the box, so that if the ticket-box is kept locked, for which the officer in charge of the staff working will be held strictly responsible, access to the tickets cannot be obtained unless the proper staff for the section is then at the station.

Train staff ticket-box defective.

(b) In the event of a train staff ticket-box becoming defective, the matter must be immediately reported to the District Traffic Officer, who will have the defective box replaced as quickly as possible.

- 389. Train staff tickets, which art bound up in Train staff book form, must be numbered consecutively, properly tickets to be numbered. filled up, and signed by the officer who issues them: the officer who receives them must check the order in which they are issued, and promptly report any irregularity.
- 390. All spare train staff ticket-books must be Spare staff kept under lock and key, and in the care of the station-tickets to be master.
- 391. Printed notices must be issued when neces- Alteration of sary to alter any of the sections or staves tabulated staff sections. in the working time-tables.
- 392. When a train is ready to start from a station, When staff is to and no second train or engine is intended to follow be given to engine-driver before the staff is required at the other end of the staff section for a train running in the opposite direction, it is the duty of the person in charge of the staff working to give the staff to the engine-driver, who will then place it in a socket provided for that purpose on the engine.

393. If other trains are intended to follow in suc- When tickets cession before the staff is required at the other end are to be given of the section, a ticket indicating that the staff is driver. following must be given by the person in charge of the staff working to the engine-driver of the first train. the staff for the section being shown to him, and so on with any other train, except the last, the staff itself being given to the engine-driver of the last train. The ticket must in every case be placed in the pocket of the hoop provided for that purpose before being handed to the driver. The person who hands the ticket to the engine-driver must satisfy himself that the train has gone with such ticket before he allows another train to start. After the staff has been sent away a ticket cannot be issued, and a train, under any circumstances, must not leave the station to follow in the same direction until the staff for that section has been returned, except as provided for in Rules 407 and 409 to 425, inclusive.

When two engines are attached to train in front. When assisting engine is attached at rear.

394. When any train is assisted by a second engine in the front, the first or leading engine must carry the staff or ticket, as the case may be, but both engines must proceed to the end of the section. When the assistant engine is behind pushing the train, the train engine must carry a ticket, and the assistant engine the staff, except in cases where the train and assistant engine are travelling over the entire length of the section, and have to be followed by another train, when the train and assistant engine must each have a ticket. When the assistant engine is intended to return to the station from which it started, without running through the entire section, it must always carry the staff. As a general rule both engines, when two are required, must be in the front of the train; and all cases of attaching an engine to the rear of a train, other than those provided for in the General Appendix (By-law No. 94), must be reported to the Divisional Traffic Manager.

Responsibility of stationmaster before handing staff to driver. 395. The stationmaster or officer in charge of the staff working at crossing-places must satisfy himself that the train running in the one direction has arrived complete before handing over the staff to the enginedriver about to travel in the opposite direction.

Engine-driver to reduce speed at train staff stations. 396. When passing any staff station at which the train does not require to stop, the engine-driver must reduce speed so as to permit of the exchange of train staff or ticket with absolute safety to all concerned.

Train on ticket losing time.

397. In the event of a train travelling on a train staff ticket losing time, the guard must stop and put down one detonator on the rail. This will act as a caution signal to any following train.

Train on ticket stopped outside home signal. 398. When a train travelling on train staff ticket is stopped outside the home signal and within the distant signal, it must be protected by the guard as directed in Rule 341.

Shunting on main line at train staff stations. 399. When a train or engine is appointed to cross or pass another train or engine, the one which arrives

first must not be allowed to proceed for shunting or any other purpose in the direction from which the next train is expected to arrive; but when necessary to shunt from the main line to the loop, or from the loop to the main line, it must be done through the points at the opposite end of the station to that at which the next train or engine is expected to arrive.

400. As a general rule, shunting must not be Shunting permitted outside the home signal (or outer home signal. signal where provided) unless the train staff for that section is at the station; but when necessary to shunt outside the home signal when the train staff for the section to be fouled is not at the station. the operations should be protected by a flagman sent out 400 yards in advance of the engine or leading vehicle. This must only be done on the authority of the stationmaster, who must be present and personally supervise the arrangements, and every instance must be promptly reported to the District Traffic Officer, unless in cases where printed instructions have been issued.

401. A train must not shunt for another train to Trains not to cross, except at a train staff station.

cross except at train staff

402. When a train that is being followed by Train losing another train is losing time and causing delay to the shunt for following train, the guard and driver may place their following train to pass. train in the first available siding for the following train to pass it, in which case the guard of the train that is being shunted will be responsible for the protection of his train and exchanging the train staff and ticket or tickets as the case may be with the driver of the following train, but if the train that is shunted be not able to proceed, the train ticket must be sent by the guard of the following train that passes him to the stationmaster at the next station, attached to a report of the circumstances, to enable a relief engine to be sent.

Guard to exchange train staff or ticket. 403. To avoid the necessity of keeping a staff officer on duty all night at a staff station where there is little traffic, guards may be allowed to exchange the train staff or ticket, under the following conditions:—

Staff lock up box.

(i.) A box (the lock of which must be a points lock) must be provided in which the stationmaster must lock up the train staff, and, if necessary, one train staff ticket, before going off duty. Under no circumstances may he leave more than one ticket in the box.

When necessary leave train ticket in box.

(ii.) When it is necessary to leave a train ticket in the box with the staff the stationmaster must write in the necessary particulars, with the exception of "time" and "signature," which must be filled in by the guard, and the train ticket must be attached to a staff working in the following form:—

	Particulars.		Actual Time—		
			In.	Out.	Signature.
		Out on ticket			77 1306 1807 1803 1803
6 Up	In on staff	Out on staff			

The actual time of arrival and departure must be entered and signed by guard.

Stationmaster to leave instructions to each guard in box. (iii.) The stationmaster must place the signals at "clear" for the first incoming train and leave instructions in the staff lock-up box addressed to the guard of each train as to any shunting he requires done, and how he requires the signals left. Each guard must sign the memo. of instructions.

(iv.) The box must not be used for trains that Box not to be are to meet at the station.

used for trains that are to

(v.) On the arrival of the train at the station Guard's duty the guard must immediately place the sig- on arrival. nals at "stop," obtain from the driver the train staff or ticket for the section just travelled over, deposit it in the box, and hand to the driver the train staff or ticket, as may be necessary, for the section ahead. The driver must be careful in the event of a ticket being given him to see the train staff.

(vi.) When the train is ready to leave, the guard Guards to will—if instructions have been left by the place signals as instructed. stationmaster—place the signals as instructed and immediately start the train. If no instructions have been left by the stationmaster, all signals must be left at "stop."

(vii.) When two trains are following each other Two trains at the regulation interval, the second train same direction. must approach each staff station with caution, and on arrival at the station the guard must note the time of departure of the first train entered in the staff working (see clause (ii.) of this Rule) left in the staff box for this purpose, and not start his train unless the required time interval has elapsed.

- Under no circumstances may the signals Signals both at more than one side of a station be left station. at "clear."
 - (ix.) In the event of any irregularity occurring, Irregularities. the stationmaster must be called.
 - The names of stations to be provided with Staff lock-up box stations to staff lock-up boxes must be submitted to be approved the Divisional Traffic Manager for ap- by Divisional Traffic proval, and must be named in the Working Manager. Time Tables or Special Train Notices.

Stopping at watering places and to shunt sidings unprotected by signals.

- **404.** (a) Trains must not stop to take water at watering places or to shunt sidings which are unprotected by fixed signals, unless the train staff is on the engine, except in cases which have been specially provided for in the Working Time Tables or Special Train Notices, or authority is otherwise given by the District Traffic Officer. It must then only be done in accordance with clause (f), Rule 405.
- (b) All trains must approach unprotected watering places cautiously and be prepared to stop if necessary.

Shunting sidings not protected by signals.

- **405.** (a) If a train shunting or unloading goods at a siding not protected by signals is delayed longer than anticipated, the guard must place a detonator on the line before leaving such siding, to warn the driver of the following train.
- (b) Stationmasters must arrange for sidings not protected by signals to be shunted in daylight if at all possible.
- (c) Trains running on ticket may take up or put out small lots of goods, but must keep well clear of the following train. If the delay is likely to exceed five minutes, the stop must only be done on order in accordance with clause (f) of this Rule.
- (d) Stationmasters must see that trains travelling on ticket are not ordered to shunt or unload roadside goods if the work can conveniently be done by train carrying staff.
- (e) Trains travelling on "Telegraphic Authority" (see Rule 407) may shunt sidings not protected by signals in accordance with clause (f) of this Rule.
- (f) When it is necessary for a train running on ticket to take water, to shunt or to unload goods at a siding not protected by signals that has not been provided for in the Working Time-tables or a Special

Form of order authorising train on ticket shunting.

Train Notice the stationmaster at the preceding station must give the driver an order in the following form:—

"This is authority for to shunt or to Form of order siding on train ticket. to shunt on ticket. unload goods at The guard and driver of the following train be notified in writing that is shunting siding." or unloading goods at

Date:

Stationmaster.

The Stationmaster at this station will be held responsible for advising the driver of the following train as follows:-

> "Note:- is shunting or unloading goods siding, and you must on train ticket at approach the siding with caution."

Train: Driver: Guard:

Date:

Stationmaster.

Stationmasters issuing such orders must be careful to see that the train taking water, shunting, or unloading goods has sufficient time to do the work without the regulation time interval between it and the following train being reduced.

406. In the event of the train staff being lost or Train staff lost damaged so as to be rendered useless, the District or destroyed. Traffic Officer must make the best arrangement possible to insure the safety of the trains by appointing a pilotman in accordance with Rules 409 to 425, and report the matter as quickly as possible to the Divisional Traffic Manager.

- 407. In the event of it becoming necessary to temporarily suspend the ordinary train staff Rules, the following instructions must be strictly carried out:-
 - (i.) Stationmaster "X" who has a train to Authority to despatch while the train staff is at the other staff rules. end of the section (through the train staff working being disarranged) will, at the earliest possible moment, advise the District Traffic Officer of the facts, who, after satisfying himself that all is in order, will authorise the train to proceed in accord-

ance with clause (ii.) of this Rule by telegraphing to the stationmaster at each end of the section.

Train staff must be locked up. (ii.) Stationmaster "Y" who has the staff will then lock it up in a safe (he being the only officer on duty with a key of the safe). After having locked up the staff, he will telegraph to the stationmaster at station "X" (using the printed form No. 297A provided for the purpose) as follows:—

Form of telegram to be used.

6S. Staff locked up and train No......
may proceed to......

Last train on section was No......carry-

ing { Train staff. Train ticket No......

The signature must be sent as portion of the message.

Penalty for neglect to lock up train staff.

In the event of the stationmaster neglecting to lock up the staff he must be instantly suspended.

Stationmaster responsible for issue of telegraphic authority. (iii.) It must be distinctly understood that no one but the stationmaster at "Y" for the time being can issue the telegram suspending the train staff Rules, and before issuing it he must make sure the last train on the section has reached the end of it. He must also see that the staff ticket-book is locked up in the staff box, and must remain on duty until the train staff and ticket system has been resumed.

Telegraphic authority to be counter-signed.

(iv.) The stationmaster "X" who received the telegraphic authority for the train to proceed (which must be written on the yellow printed form No. 298A provided for the purpose) must also satisfy himself that the section is clear before despatching the train, and, after countersigning the telegram between the red lines, hand it to the enginedriver as authority to proceed as if he had received the staff or ticket.

(v.) Two or more trains following on "time Two or more interval" (Rule 227) may be worked over trains may be a section under clauses (i.), (ii.), (iii.), Telegraphic and (iv.) of this Rule, and when this is Authority. necessary the telegraph forms 297A and 298A must show the numbers of all the trains that are to be run and a copy must be given by the stationmaster at "X" to each driver, so that he will know what train is ahead of or behind him. The copies must be clear carbon copies, and each must be countersigned as well as the original, the latter being given to the driver of the last train, which will be an extra precaution.

The stationmaster at "Y" who issues the copy "telegraphic authority" (form 297A) must "telegraphic authority" also make as many carbon copies of it as to be handed driver of each may be required and hand one to the driver training in appreciate. of each train which is to meet the trains in opposite direction. running on the "telegraphic authority," at his station. A signature must be taken from each driver for the copy. This must be carried out in every case, no matter how long previously the train or trains which ran on the "telegraphic authority" may have cleared the section.

After the trains travelling on "telegraphic Duties when (vii.) authority" have arrived at the end of the train staff is section, "Y," and the train staff is released, the stationmaster must, when handing the staff or ticket to the first outgoing train (in that section), obtain the signature of the driver on each of the telegrams received from the incoming trains, and the driver of the outgoing train will be held responsible for seeing that before leaving the station "Y" he signs the telegrams (including the original) that were carried by all the trains mentioned on the copy previously handed to him.

Telegraphic Authority to be delivered up same as train staff or ticket.

Engine-drivers who receive "telegraphic (viii.) authority" to proceed (form 298A) must deliver them up at the end of the section in the same way as they would the train staff or ticket, and they, after being countersigned by the driver of the first outgoing train, must be sent at once to the District Traffic Officer, who will forward them with his report to the Divisional Traffic Manager in due course. The driver shall report the fact of his having run on such authority on his daily return to the locomotive foreman, who in turn will report the matter to his District Officer.

Electric Train Staff and Tablet Systems.

Electric train systems.

408. (a) Full particulars of those systems under staff and tablet which traffic over certain sections of the lines is worked will be found in the General Appendix (By-law No. 94). Under the electric staff system every train must carry a staff for the section it is running over, and similarly under the electric train tablet system EVERY train must carry a tablet for the section.

When train assisted by engine in rear.

(b) When a train is assisted by an engine in the rear the driver of the rear engine must carry the staff or tablet, but the driver of the train engine will be held responsible for seeing before starting from the station at which his train begins to be assisted that the driver of the rear engine is in possession of the staff or tablet for the section over which he is about to travel. At staff stations, other than the station at which the engine began to assist in the rear, it will be sufficient if the train engine-driver sees the stationmaster on the platform, with the train staff or tablet in his hand, ready to give it to the driver of the engine in the rear, and receives from the driver of the rear engine three whistles-viz., one long, one short, and one long—as an intimation that he has the staff or

tablet. The assisting engine must in all cases (when the electric staff or train tablet system is in operation) run the entire length of the section.

(c) With these exceptions the Rules applicable to the train staff and ticket system apply also to the electric staff and electric train tablet systems.

Working Single Lines of Railway during Obstruction or Loss of Train Staff.

409. When owing to obstruction, loss of a train officer staff or tablet, or any other cause, it becomes necessary responsible to inaugurate pilot working, the stationmasters at each working end of the section must confer by telephone, telegraph, or other means, and agree as to which of them will appoint the pilot and issue the necessary orders. The one agreed upon will then be responsible for the correct working of the pilot rules, the issue of the necessary orders, and reporting the matter by wire to his District Officer.

410. Only a competent person may be appointed Appointment pilotman, and it must be done in writing in the fol- of pilotman. lowing form :-

Station.... Date..... Form of Owing to..... appointing the traffic between..... pilotman. will be worked under Rules 409 to 425 inclusive.....

Signature.....

The pilotman's name and rank, as well as the points between which he may work, must be clearly shown on the order, which order must be carried by him to be shown on demand by any driver, guard, signalman, stationmaster, or other officer responsible for train staff working.

.....has been appointed Pilotman.

411. When pilot working is to be established, the All concerned stationmaster responsible must advise all concerned by advised. circular memo. (which must show by what train the

working will commence), signatures being taken for each copy on one of the copies. Those who cannot receive the circular before the pilot working is commenced must be advised by telephone or telegraph, and their signatures obtained for the circular by first available train.

Note.—In some cases it may be more expedient for the District Traffic Officer to establish pilot working and issue the necessary circular.

Pilotman how distinguished. 412. The pilotman will be distinguished during daylight by a red flag tied round the left arm and at night time he must carry a hand lamp showing a red and a green light or two hand lamps tied together, one showing a red and the other a green light.

Relieving pilotman.

413. When necessary to relieve the pilotman, the change must be made only by the stationmaster responsible for the pilot working. He must withdraw the order held by the pilotman, write "Cancelled" across the face of it, and file it. The second pilotman may then be appointed as on the first occasion, and the pilotman relieved must not again ride upon an engine until he is re-appointed pilotman.

Ordinary staff to be used one side of obstruction. 414. Under the ordinary staff and ticket system, if, owing to obstruction, pilot working is necessary, staff working must be retained on one side of the obstruction and pilot working on the other, in which case a label must be tied on the head of the staff so as to cover the name plate, and on the label must be distinctly written the points between which the staff is temporarily available.

Pilot working under electric staff and tablet system. 415. Under the electric staff and tablet systems pilot working must be arranged on both sides of the obstruction.

Every driver and guard to have copy of circular. 416. Stationmasters must see that every driver and guard entering a pilot section is in possession of a copy of the circular memo. establishing pilot working, and every driver and guard must obtain a copy of it before entering any pilot section.

- 417. In the case of pilot working in consequence Competent of an obstruction, a competent officer must be sent as officer in quickly as possible to take charge of the obstruction.
- 418. Stationmasters (and signalmen responsible officers for staff working) who are relieved during pilot work-relieving others to be ing will be held responsible for seeing that the persons advised of who relieve them sign the order that established pilot pilot working. working before handing over to them.
- 419. A train must not, under any circumstances, Pilotman to be allowed to run on the line unless it is either accom- start all trains. panied or personally started by the pilotman wearing his badge, and a train having been started by the pilotman must not set back unless the pilotman is present.

420. The pilotman will, when practicable, accom- Pilotman. pany every train; but when it is necessary to start when two or more trains from one end of the section under to accompany his control before a train has to be started from the every train. other end, the pilotman must ride on the engine of Exception. each train into the section; and he must himself accompany the last train to the end of the section.

- 421. Before starting any train, the pilotman must starting of ascertain from the guard of the train that all is right, trains. and that he is ready to go on.
- 422. A train must not be allowed to enter upon Signalman to any pilot section without being stopped by the signal-running by man, who must not allow it to pass until he has made authority of pilotman. himself perfectly satisfied that the pilotman is accompanying it, or has given authority for it to start.
- 423. (a) In the event of a train accompanied by Disabled trains. the pilotman becoming disabled, the pilotman must make the best arrangements the circumstances of the case allow for procuring assistance with the least delay.
- (b) In the event of a train unaccompanied by a pilotman becoming disabled, the guard in charge must take the necessary steps for the protection of his train, and communicate with the pilotman as soon as possible.

Portion of train left on single line.

424. When a train has to be divided from accident or inability of the engine to take the whole forward, the engine-driver must not return for the second portion except by written instructions from the guard of the train, and Rule 357 must be complied with; but, if the pilotman accompany the train, he (the pilotman) must remain with the rear portion, in which case he, and not the guard, must give the driver the order to return, and the guard instead of the driver must protect the portion that is left in accordance with clause (f), Rule 357.

When line is clear after being blocked. 425. (a) When the line is again clear, a train must not be allowed to pass the point where the obstruction existed without the staff and the pilotman. The pilotman must accompany the train carrying the staff to the staff station, when the traffic will be again conducted according to the Train Staff Rules.

Pilot working cancelled.

(b) Before staff working is resumed, a written or printed notice must be issued to all concerned cancelling the pilot working, and stating by what train the staff working will be resumed.

Guards.

Guard's preliminary duties after signing on. 426. Every guard must sign on duty at the station from which he is to start half an hour before the time appointed for the departure of his train or at such other time as may be specially fixed. He must inquire and sign for a copy of all train and other notices before proceeding on his journey, and ascertain whether there is anything requiring his special attention on those parts of the line over which he has to work. He must carry with him a copy of the Book of Rules, the Working Time Tables, and the General Appendix (By-law No. 94) thereto, and must regulate the working of the train in accordance therewith.

Articles a guard must have with him.

427. Every guard will be held personally responsible for the following stores:—1 watch, 1 whistle, 1 green and 2 red flags, 1 hand signal-lamp, 8 detonating signals, 1 axle-box key and picker, 2 lubricators, 1

points key, 1 carriage key, 1 time-book; and he must see that the following stores are in the brake-vannamely, 1 coupling, 1 tail rope, 6 sprags, 1 waterbucket, 2 balks, 1 pinch-bar—and, if any is missing, report the same in his time and occurrence sheet.

428. The guard, before starting, must test the Train to be hand brake and satisfy himself that it is in good order; examined before he must examine his train to see that the vehicles are in good order also, that door pins, chains, hose pipes, &c., are sound and in their proper place, and promptly call the attention of the stationmaster to any defect. He is responsible for placing the proper signals on the last vehicle of his train in accordance with and as prescribed in the General Appendix (By-law No. 94), and must remove them when no longer required. doors of covered goods wagons must be closed and wagons must fastened, whether the wagons are loaded or empty.

- 429. As the guard is responsible for the safety comfort of and comfort of the passengers on his train, he should passengers. examine the roof-lamps and couplings, and see generally that the passengers are all comfortably settled for the journey.
- 430. When aged persons are travelling by rail en care of aged route to benevolent institutions, guards, when asked to persons. do so, will notify the police at wayside stations that such persons are on board the train, and the members of the Police Force so advised will attend to the wants of the persons concerned.
- 431. Guards must report any carriages or vehicles Dirty and conveying passengers that are in a dirty or defective defective carriages to be condition, and see, as far as they possibly can, that no reported. passenger is allowed to abuse the carriage fittings, or conduct himself so as to annoy other passengers.
- 432. In the event of any passenger being under Drunk or the influence of liquor or disorderly, to the annoyance disorderly passengers. of others, the guard must use gentle means to stop the nuisance; failing which, he must, for the safety and convenience of all, remove the offender from the

train at the first station. The guard must obtain the name and address of the offender, and also of one, at least, of the passengers present at the time; he must also take care that the offender's luggage is put out of the train before it proceeds on its journey. (See Rules 46 to 55.)

Breach of By-laws to be reported.

433. Guards must see that the By-laws are complied with; and whenever a breach of any By-law has been committed they must, in the absence of a stationmaster, obtain the names and addresses of witnesses, and report the matter at the first station.

Collection or examination of tickets.

434. Guards, on arrival at a ticket-collecting station, must request the passengers to have their tickets ready, and must assist the ticket-collectors by opening and closing the carriage doors; they must not, however, collect or examine tickets, except under special instructions.

Guard in

435. The guard in charge of a goods train must charge of goods satisfy himself before starting, and during the journey, that the vehicles composing the train are properly loaded, marshalled, coupled, and sheeted: that the brakes are in good working order, and sufficient for the train; and that the train is in a state of efficiency for travelling. He must also carefully examine the loading of any vehicles he may attach on the way, and, if any vehicle become unsafe from the shifting or derangement of the load, he must at once have the load adjusted or the vehicle removed from the train.

Chains of timber wagons and boilerwagons to be secured.

436. The guard must see that the chains or other appliances on timber-wagons and on boiler-wagons. whether the vehicles be loaded or empty, are so secured as to prevent their getting loose whilst travelling. Foremen, guards, and shunters must take care that no timber-wagon or boiler-wagon is allowed to leave a station or siding without the chains being first carefully examined and made perfectly secure and safe, and guards will be held responsible for seeing that they remain so during the journey.

437. Guards must carefully examine the loading Examination of long articles, such as logs of timber, iron girders, of wagons &c., and satisfy themselves that the loading is quite articles. safe before attaching the wagons to their train. It is of the utmost importance that the guard-wagons should run perfectly free, and that those bearing the load should not be overloaded.

438. When wagons of live stock are attached to a Doors of live train, the guard must see that the fastenings of the stock wagons to be fastened. doors are all secure. On the journey he must avoid unnecessarily shunting such wagons, and the shunt-shunting of ing, when requisite, must be done as gently as possible. live stock.

439. The guard in charge of a live-stock train Live stock must attend specially to the coupling of the wagons, trains. so as to prevent oscillation in transit, or jerking in the stopping and starting of the train. If any animals are observed down he should endeavour, if possible, to get them up, and always make a special report of the circumstances.

- 440. Free passes are given to drovers on the Free passes to understanding that they will attend to the live stock drovers. in transit, and guards should report any neglect on the part of the drover to do so; but the stock must not be allowed to suffer on this account.
- 441. Guards on branch lines must report daily to Guards on the stationmasters at the principal stations the state branch lines. of traffic on the branch, and particularly if any wagons or sheets are being delayed.
- 442. Guards must initial and insert the number How to deal of train worked on all invoices, consignment notes, with invoices, consignment, and waybills accompanying goods or parcels in their notes, and care, in addition to showing the check marks for consignments conveyed in the van or loaded into a vehicle en route. They must carefully compare all parcels with the waybills, and note on the latter any defect or discrepancy and see that goods are received and delivered in accordance therewith. They must also see that they have an invoice (in the case of gates a

consignment note) for every vehicle containing goods, and that small consignments received or delivered by them en route are in accordance with such invoices or consignment notes. Any discrepancy or defect must be noted on the invoice; and if there be no invoice or consignment note, the discrepancy must be reported on his time and occurrence sheet.

Rolling-stock received from

443. When a guard receives delivery of rollingstock the property of private owners, he must draw private owners, the attention of the stationmaster to the circumstance, so that it may be noted. He must also note the circumstance in his train report.

Vehicles loaded with goods liable to be set on fire.

444. Guards must not take on vehicles loaded with goods liable to be set on fire by sparks or hot cinders, unless such vehicles are properly sheeted.

Places with women in charge.

445. At places where there is a woman in charge the guard will be responsible for all shunting operations and for securing the vehicles left in the siding.

Carriages to be searched.

446. The carriages must be properly searched by the guards, where there is no person specially appointed for that purpose, immediately the train arrives at its destination, and all unclaimed property found must be at once brought to the officer on duty.

Must not leave station until they have delivered over parcels and luggage.

447. On the arrival of a passenger train at a terminus, the guard must not leave until he has delivered over all luggage and parcels, together with the documents relating thereto, to the persons appointed to take charge of them, and care must be taken not to allow any unauthorised person to enter a brake-van or luggage compartment; should any article be missing, the guard must immediately report the case to the stationmaster, and in his time and occurrence sheets.

Trains to be

448. Guards must not leave their trains until they nanded over at end of journey. have handed them over to the guards who are to relieve them or to the foreman or shunter in charge of the station yard.

- 449. Should it be necessary for a guard to leave Brake to be his train at an intermediate station, he must, before left hard on. doing so, notify the stationmaster and leave his brake hard on.
- 450. (a) At the end of the journey, before going Train reports off duty, the guard must make out and hand to the of time and occurrences. stationmaster, to be forwarded by first available train to the District Traffic Officer, a report containing the time of the running of his train, noting therein every circumstance of an unusual kind, any detentions that may have taken place on the journey, particularly at signals, and any error as to parcels, luggage, or goods. In the event of any occurrence having taken place which might have involved in any respect the safety of the train or line, he must, in addition to the notices in his sheets, send in a special report thereof.

- (b) He must forward a report daily whether working trains or not unless absent from duty on leave. If he is booked off duty for the day, he must hand in his sheet for that day when he next comes on duty.
- 451. Guards working trains are allowed thirty Time minutes after the termination of their day's work to allowance at enable them to do the necessary shunting, closing car-journey. riage windows, putting train away in the case of passenger or mixed trains where staff is not employed for so doing, switching out lights, and compiling time and occurrence sheets.

452. Before going off duty, guards must ascertain Time required the time at which they will require to be on duty the on duty to be ascertained. following day.

453. (a) Guards, when travelling spare, must when before commencing the journey report to the guard travelling of the train by which they have to travel and be ready guard of throughout the journey to render any assistance train. required by the guard, whose instructions they must obey.

(b) Guards must not be called upon to assist for more than eight hours in twenty-four.

Fire in brake-vans.

454. Every guard must before leaving his breakvan see that nothing is left in it, such as matches, oily waste, &c., likely to cause fire.

Engine-drivers and Firemen.

Time of attendance.

455. The engine-driver and fireman must be with their engine at such time previous to the starting of the train as the Divisional Mechanical Engineer may require, and they must satisfy themselves that their Engine to be in engine is in proper order, and be ready at the specified time before the train is due to start.

Driver responsible for

proper order.

supply of fuel, water, &c. Articles to be taken on

engine.

456. The engine-driver will be held responsible for having a proper supply of fuel, water, lubricating oils, &c., and must have with him at all times on his engine or tender a complete set of lamps, 2 screw-jacks, a fire-bucket, a box of detonators (not less than 12), 2 red flags, also a watch which he must regulate by the station clock, and such other tools as may from time to time be ordered by the Divisional Mechanical Engineer.

Fireman under direction of driver.

Driver and fireman must be on engine.

457. The fireman shall be in all cases under the direction of the engine-driver.

458. (a) An engine must not be allowed to be in motion on the main line unless both the engine-driver and fireman are upon it.

Engine must not be moved unless both driver and fireman on it.

Engine not to stand on main line unattended.

Notices to be commencing work.

(b) An engine must not be moved by a driver or fireman if his mate is not on the footplate until he has made sure by personal observations that his mate is clear.

(c) An engine must not be allowed to stand on the main line unattended.

459. The engine-driver, before commencing his examined before day's work, must ascertain from the notices posted for his guidance if there be anything requiring his special attention on those parts of the line over which he has to work. He must inquire and sign for train and other notices.

460. The engine-driver and fireman must take coal to be care that the coal on the tender is not stacked too safely placed on tenders. high, and that the boxes, fire-irons, and tools which are carried on the engine and tender are so placed that they will not fall off when the engine is in motion, and do not project over the side or end of the tender.

461. Before coupling on to the train the engine-priver driver must examine the sand-boxes, and take care sand-boxes. that they are fully supplied with dry sand, and that the delivery pipe is clear. He must freely use sand, if necessary, to increase the effect of the brake, and when necessary to check the slipping of the driving wheels. Care should, however, be taken not to use sand when passing over points and crossings.

462. The engine-driver must, before starting, see Engine lamps and indicators. that his lamps are in good order, and that his engine carries the proper distinguishing lamps, or other indicators of the train. At and after dusk, and during foggy weather, he must have the lamps lighted. He will be held responsible for exhibiting the proper signals on his engine in accordance with and as prescribed in the General Appendix (By-law No. 94).

463. The engine-driver and fireman must be To be conversant thoroughly conversant with the Rules applicable to with Rules fixed and hand signalling, and acquainted with the and signals. position of all fixed signals on the line over which they are to run.

- 464. The engine-driver or fireman, after taking Hose of water water from a tank or water column, must be careful secured back. to leave the hose or water crane clear of the line and properly secured.
- 465. The engine-driver must see that the fireman Smoke from arranges the fire so as to avoid any unnecessary emission of smoke from the engine whilst standing at or passing stations or passing through tunnels.

When drivers must not blow off steam.

466. The driver or fireman must not blow off steam whilst standing on or passing over steel bridges. thereby damaging the paint and causing the steelwork to rust.

Raking out ashes and clinkers.

- **467.**(a) The engine-driver or fireman must not rake out ashes and clinkers at any place other than at ashpits or places provided for that purpose. If, in cases of emergency, it is necessary to rake out ashes and clinkers at places other than above, the driver and fireman must see that they are thoroughly quenched before leaving, to avoid damage to the road, &c., by fire.
- (b) Ashes must not under any circumstances be dropped on points, crossings, or bridges.

Driver or fireman not to throw out hot water, &c., in tunnels.

468. The engine-driver or fireman must not throw out hot water, fire, or cinders whilst passing through a tunnel or on bridges, or in places where they are likely to set the grass on fire, or damage signal wires, fittings, or interlocking gear.

Not to leave engine.

469. The engine-driver whilst on duty must not leave his engine unless it is absolutely necessary for him to do so, and, under no circumstances, unless a man is left in charge of it, and the engine is in a siding and out of gear with the tender-brake hard on.

Cleaners not to move engines.

470. Cleaners and other unauthorised employees are not on any account to move engines in steam, whether inside or outside of sheds.

To assist in forming train.

471. The engine-driver must afford such assistance with his engine as may be required for the formation, arrangement, and despatch of his train.

Stationmasters

472. Whenever a driver is required by a station. must be obeyed. master to do anything which may appear in excess of the driver's duty, or unreasonable, he is to do it, unless inconsistent with safety, but the matter must be reported to the District Locomotive Officer without delay.

- 473. Engine-drivers seeing fire by the side of the Fires to be line, or on adjoining paddocks, must signal the fact to signalled to lengthsmen. the nearest lengthsman.
- 474. (a) At the end of his journey, or on com-Report to be pletion of his work, the engine-driver must, after made at end of having put his engine away in a manner prescribed by the Chief Mechanical Engineer, report, in writing, to his superintendent, or foreman, or to the clerk in attendance, anything unusual in the state of the road or watercourses, the state of his engine and tender, any detention at or irregular working of signals, or other unusual circumstances that may have taken place on the journey; he must also enter in the Running Shed Report Book any defects in the engine or tender.
- (b) He must furnish a report of his daily working (Form 36), which must be made out immediately after the completion of each day's work and left in the receptacle provided in running-sheds for the purpose.
- 475. Before any engine is stabled on completion Stabling of the work, it must, if required, be turned, a sufficient completion of quantity of coal left on the bunker or tender, the boiler work. must be filled with water, the fire thoroughly freed from clinker and ash, and the ash-pan and smoke-box emptied. A thorough examination must be made by the engine-driver when the engine is over the pit and all tail trimmings drawn. The engine must be left with the reversing lever out of gear, the regulator valve and all steam cocks closed, the cylinder cocks open, and the tender brake hard on.

Gatekeepers.

- 476. Gatekeepers will be provided with day and Signals to be night signals and detonators, which they must keep in kept in proper order. proper order.
- 477. The signal lamps must be lighted and ex-Lighting and tinguished in accordance with Rule 111. In foggy extinguishing weather both day and night signals must be used until and in foggy the last train has passed.

Gates across roads.

478. Unless special authority be given to the contrary in the General Appendix (By-law No. 94), gates must always be kept locked across the road, except when it is required that they should be opened to allow the line to be crossed.

Gates not to be opened if train be near. signals.

479. Whenever it is necessary for the line to be crossed, the gatekeeper must, before opening the gates, be satisfied that no train is near; the "stop" signal must then be exhibited, and must remain exhibited until the line is clear, and the gates are again closed.

Stock and road steamengines crossing line. 480. A flock of sheep, mob of cattle, road steamengine, or heavily loaded vehicle such as a bullock wagon or timber trolly, must not be allowed to foul the railway within fifteen minutes of a train being due or when a train of any description is known to be approaching in either direction, nor (where the block telegraph is in operation and the level crossing is controlled by a block signal-box) until the line has first been blocked by telegraph in both directions.

How gates are to be opened.

481. The gates towards which live stock or vehicles are approaching must not be opened until the opposite gate has been first opened, so as to allow them to cross over without stopping upon the line.

Level crossings to be examined by gatekeepers. 482. Gatekeepers must frequently examine the crossings and satisfy themselves that the space between the rail and guard rail is clear of stones; and particularly after the passage of a flock of sheep, mob of cattle, or heavy vehicle, they must see that the crossings have not in any way been injured or fouled.

Trains to be observed as they approach and pass.

483. Gatekeepers must take particular notice of each train as it approaches and passes, and, if they see anything wrong, must show a "stop" signal to the engine-driver and guard, and if necessary must exhibit the "stop" signal to the following train.

Gatekeepers must look for special train signals. 484. Gatekeepers must look out for the special train signals described in Rules 154 and 155.

485. Gatekeepers must stand in such a position Gatekeepers as to be readily seen by the engine-driver and guard visible to men of an approaching train.

486. At places where the block system is not in Interval operation, the interval prescribed in Rule 227 must between trains where the be maintained between all trains. If, however, any block system train should arrive before the proper interval has operation. elapsed, the gatekeeper must, after having brought the train to a stand and verbally informed the enginedriver and guard how long the preceding train has left in advance, allow it to proceed.

487. Where the block system is in operation, and Signals where the level crossing is not controlled by a block signal- a block signal box, the signals must only be used for the protection of box. the crossing.

- 488. Should any obstruction exist upon the line Obstruction. within the sight or knowledge of the gatekeeper, the "stop" signals must be exhibited and all traffic stopped until the cause of danger has been removed.
- 489. The lamps (where provided) on level cross- Lamps on level ing gates must show a red light in each direction along crossing gates. the line when the gates are closed across it, and must be kept lighted from dusk to daylight, or until the last train has passed.

490. Gatekeepers must give notice to the inspector Defects to be or ganger of permanent-way immediately any repairs reported. are required thereto; and if not at once repaired, the matter must be reported to the nearest stationmaster.

491. Gatekeepers must, as far as practicable, Trespassing to prevent any trespassing on the line at or near the be prevented. crossing, and no person may be permitted to walk on the line, unless provided with written or printed permission to do so, signed by an authorised officer of the Commissioner. In the event of any person trespassing. and refusing to guit when requested to do so, the name and address of such person must be obtained, and the circumstances reported to the nearest stationmaster. If the offender also refuse to give his name and

address, he may be detained and given in charge of the police. In the event of such person leaving the premises upon being requested, he must be warned not to go or pass thereon again.

By-laws to be exhibited.

492. Gatekeepers must see that the Railway Traffic By-law of 1915 and any By-law in amendment thereof or in substitution therefor and the list of penalties are conspicuously exhibited and promptly renewed if by any means they are destroyed or defaced.

Officers in Charge of Railway Telegraph Instruments.

Offices to be kept private.

493. The telegraph office and all messages must be kept strictly private. No persons other than those who have taken the oath of secrecy shall be allowed near the telegraph instrument, or to practice thereat unless in possession of the proper "permit."

Hours of leaving duty. 494. The officer in charge of the telegraph instrument for the time being at any station may, unless instructed otherwise, and provided the work for the day is complete, leave duty on receipt of intelligence, by wire from the next telegraph station in advance, of the safe arrival of the last train for the day. Any neglect on the part of stations to wire this information, or any case of officers leaving duty before receiving it, must at once be reported to the District Traffic Officer.

Attention to instrument.

495. Stationmasters and operators must distinctly understand that prompt and close attention must be given to the telegraph instruments under their charge. The instrument must be placed in circuit the first thing every morning, and frequently examined whilst in circuit to determine whether in working order, and whether the circuit is complete. Any lengthy silence should arouse suspicion and draw the officer's attention to the instrument. After an absence of half an hour or more the officer should, if the line is idle, call up the controlling station and ascertain whether he has been wanted.

496. All business transacted on railway telegraph Tape to be kept lines must be recorded on the tape. The tape must be running at all times when the instrument is in use. whether calling a station or sending or receiving messages. Omission to keep the tape running will be treated as a serious offence.

497. To facilitate reference, the tape must not be Tape to be turned and run through inkwriters more than four times, or dated. through embossers more than three times. It must be timed and dated when first put on, when turned and every day, at 9 a.m. Such timing and dating must be plainly written in ink on the line of signals in current use. When finished it must be carefully put away in a neat package, bearing on the outside an endorsement of the time and date it was commenced and finished.

498. Officers must be careful to avoid using the Telegraph wires not to be wires unless absolutely necessary. They should only used be used for messages relating to movements of trains, provision for passenger accommodation, and other matters so urgent that wiring is absolutely necessary. A telegraph message should never be sent where a train letter would serve the purpose. All cases of delay to telegraph messages or of unnecessary telegraph messages should be reported to the District Traffic Officer. Under no circumstances should operators refuse to receive or send messages signed by an authorised officer of the Department, although apparently containing matter of a private nature or otherwise irregular, but a copy of any such messages should be forwarded, after transmission, to the District Traffic Officer to be dealt with by him.

unnecessarily.

499. As all telegraph messages are not of the same urgent urgency, a code of signals has been provided in the messages. General Appendix (By-law No. 94). It must be strictly adhered to, and any irregularity promptly reported.

Telephone messages must be written auc repeated.

500. All important messages by telephone, especially those connected with the working of trains, such as altering the train staff working, must first be written down, and the employee receiving them must also write them down and repeat them to the sending station.

Forwarded telegraph messages.

- **501.** (a) All forwarded telegraph messages should be written in duplicate, with lead or ink pencil, on the proper printed forms.
- (b) The sender of a telegraph message must use the "forwarded" form, and sign and time it at the foot, handing the original to the operator for transmission, and retaining the duplicate for reference.
- (c) The originals must be sent to the District Traffic Officer for examination at least twice a month—viz., on the 1st and 15th.

Care of public telegraph forms and envelopes. 502. Officers in charge of railway telegraph offices must be particularly careful to see that the public "received" telegraph forms and envelopes are not accessible to anyone unconnected with the office, or in any way used by the public.

Public telegraph business. 503. Public telegrams may be received or forwarded at any railway telegraph office which the Postal Department has notified as being open for public telegraph business. The business will be subject to the Rules and Regulations of the Post and Telegraph Department, but the transmission of public telegrams must not in any way interfere with, or delay, railway messages.

Interruptions to and testing telegraph lines.

504. For general working and testing purposes the different railway telegraph circuits are under the control of the operator in charge of the various stations named in the General Appendix (By-law No. 94), to whom all interruptions, inattention to call, &c., must in the first instance be reported. Officers in charge at other stations must render every assistance to the controlling operator when testing. The maintenance of some of the lines being in the hands of the

Post and Telegraph Department, notice of any actual line fault on those lines should be at once sent to the nearest line-repairing telegraph office. Faults on lines maintained by the Railway Department must be reported in accordance with special instructions.

505. Any failure of the telegraph instrument must Failure of be reported with all possible despatch.

telegraph instrument

Permanent Way and Works.

506. There shall be a foreman, ganger, or leading Men in charge man for each gang of lengthsmen or men engaged on to be provided with working the permanent-way or on other works affecting the time-table, &c. running lines, and the district inspector of permanentway must take care that every such foreman, ganger, or leading man is provided with a copy of the current working time-table, and the General Appendix (By-Men to be law No. 94), and, when practicable, any other notices provided with book of Rules, of the working arrangements; also, that every man on &c. the permanent staff is provided with a copy of these Rules, which must be produced when required.

507. Each gang of repairers or lengthsmen must Lamps, signals, be supplied by the district inspector of permanent-supplied. way with at least two sets of day signals, two handsignal lamps, twelve detonators, and all necessary tools. Each ganger must be supplied with a reliable watch, which he must regulate as far as practicable with the railway time; he must provide and carry with him a two-foot rule, and will be held responsible for having his gang's tools and signals at all times in proper order and ready for use, and shall report all deficiencies to his inspector.

508. The foreman, ganger, or leading man in Rules must be charge must read and explain, or cause to be read read and explained to and explained, the Rules, so far as they relate to his men. duties, to every man employed in his gang who cannot read, both at the time he first comes to work under him and at least twice a year afterwards. Each man to whom the Rules are so read and explained must sign a certificate to that effect, which must be sent to the district inspector of permanent-way.

Observance of Rules. 509. The inspectors of permanent-way must see that all Rules are observed by the gangers and lengthsmen, and report any departure from them to the District Officer of the Engineer's Branch.

Inspectors to have register of names and addresses of men. 510. Each inspector of permanent-way must have a register of the names and places of residence of all the men employed in his district, so that in case of accident he may be enabled to summon them immediately to assist in any way that may be required. Every man must reside not more than half a mile from his length and at once notify his inspector of any change in his place of residence. Should any obstruction take place, caused by floods, slips, or other sudden emergency, the inspector must immediately collect the number of men required.

Signals to be used.

511. (a) The signals to be used by the men engaged in repairing the permanent way are red flags and green flags, hand lamps, and detonators. The flags must be used during daylight, the lamps after sunset and in foggy weather, and the detonators whenever necessary to attract the attention of engine-drivers.

"Stop" signal must not be used unnecessarily. (b) The "stop" signal must not on any account be used, except in cases of danger, and when it is necessary that a train should be stopped.

Working of fixed signals when lengthsmen are at work within station limits, or near intermediate signal-boxes.

512. When it is necessary to change or turn a rail, or in any way to obstruct the line, or to do any work to the permanent-way, between the distant signals of any station or intermediate signalling place of such a character as to make the exhibition of a signal at all necessary, the permission of the signalman or person in charge of the fixed signals must be first obtained by the ganger, and the work must not be commenced until the signals have been placed at "stop," in which position they must remain until the signalman is informed by the same ganger that the line is again clear, and safe for the passage of trains; and the ganger must, in addition, protect his operations as provided in Rule 515.

Ganger to protect the work.

513. If a train approach within ten minutes of Trains another train where the line is not worked under the following too closely to be block telegraph Rules, the men repairing the line must cautioned. give the engine-driver of such train a signal to go slowly.

514. (a) When it is necessary for a lengthsman's Lengthsmen's trolly to go through either of the tunnels between trollies going into or through Roma street and Brunswick street (Brisbane), it must tunnels. be signalled on the block instruments in accordance with the authorised code, and a train must not be allowed to enter the tunnel on the same line until "Train arrived" has been received from the signalman in advance to indicate that the trolly has passed out of the tunnel and has passed the next block signal-box or been taken off the rails. Should the trolly after passing through the tunnel be removed from the rails before reaching the next signal-box, the ganger must go forward and inform the signalman that the trolly is clear of the line.

(b) Trollies passing through other tunnels must be protected by the lengthsmen's own signals.

515. (a) Previous to any vehicle or other obstruct- Protection of tion being placed upon the line, it must be protected main line in on single lines in both directions, and on double lines obstruction. in the direction of a following train (even if no train is expected), by the ganger or by a lengthsman, or by a competent man appointed by the ganger to do the duty, who shall place a "stop" signal in a conspicuous position on the engine-driver's side of the line on a single line and on the outside or fireman's side on a double line, and place 3 detonators on a rail, 10 yards apart, at a distance of not less than 400 yards from the point where the obstruction or danger exists, and one detonator on a rail 100 yards further away; and as a further precaution, where, owing to the line not being straight, the view of the "stop" signal is obstructed, an additional "stop" signal must be placed at the furthest point visible from the obstruction (but

at a distance of not more than 300 yards), and 3 detonators placed on the rails 10 yards apart on the far side of the "stop" signal. These signals must not be withdrawn until the obstruction has been removed.

- (b) No vehicle shall, however, be placed upon the line without an engine being in attendance, except when special arrangements have been made by the District Traffic Officer.
- (c) If an obstruction render both lines of a double line unsafe, the ganger must arrange for the "stop" signals to be exhibited in both directions from the obstruction.

Obstruction near a tunnel. (d) Should the distance of not less than 400 yards fall within a tunnel or close to the mouth of a tunnel nearest to the obstruction, or in any other position where, owing to the formation of the line or from some other circumstance, the engine-driver of an approaching train would be unable to obtain a good and distant view of the signal, then the signal and detonators must be placed at the end of the tunnel farther from the obstruction, or at such a distance over and above the prescribed distance of not less than 400 yards as may be necessary to ensure the engine-driver obtaining a good and distant view of such signal.

Obstruction near a signal box. (e) If the ganger or other competent person appointed to place the necessary signals and to place the detonators on the line, should arrive at a signal-box before he has reached the prescribed distance, he must request the signalman in charge of it to keep his signals at "stop" to protect the line about to be obstructed, and it will not be necessary for him to go further back, but he must put down three detonators and fix his hand signals; and the signalman so instructed must not take off his signals or allow any train to pass in the direction of the obstruction until the ganger or other person appointed to place the signals has informed him that the obstruction has been

removed, and that the line is clear; the object being that the signalman and lengthsman shall not show contrary signals to an approaching train.

516. (a) Before a rail is taken out, during relaying Signals during operations, or in case of any flood, slip, or failure of relaying, changing the works, or if from any other cause the line is rail, &c. unsafe, a flagman appointed for the purpose must protect the work in acordance with Rule 515.

- (b) In all cases before taking out a rail, the lengthsman must have, at the spot, a proper-fitting rail in readiness to replace it.
- 517. (a) When repairing, lifting the line, or per- "Caution" forming any operation so as to make it necessary for a signal-How train to proceed cautiously, the ganger must send a flagman back at least 400 yards, or as much further as the circumstances of the case render necessary, who must fix a detonator on one rail of the line for which he is signalling, and place a "caution" signal in such a manner as will ensure its being plainly visible to the trainmen of an approaching train.

- (b) If the flagman in going back should arrive at a signal-box, he need not protect beyond it, but he must advise the signalman in charge of it of the necessity for slackening the speed and giving the "caution" signal to the trainmen of any train running in the direction of the repairs, but he must fix the "caution" signal at the signal-box as directed in clause (a) of this Rule.
- (c) In such cases the signalman must keep his "stop" signals exhibited until the speed of the train has been sufficiently reduced, when he must, if the block telegraph or other Rules have been complied with, lower his signals to allow the train to pass, and caution the trainmen.
- 518. Except it is absolutely necessary, a rail must Permanent-way repairs when in no case be displaced, nor must any other work be not to be performed by which an obstruction may be made to undertaken. the passage of trains, during foggy weather; and

the time for effecting repairs which involve the stopping of trains must, as far as practicable, be so selected as to interfere as little as possible with the passage of the traffic.

Repairers' signals to reduce speed.

519. A green flag or a green light placed by lengthsmen indicates that trains must not exceed a speed of eight (8) miles an hour over the portion of line protected by such green signal.

Protection of trolly on double line.

520. (a) On double lines when a trolly is run empty or used for conveying materials or men along the line, it must always be protected in the direction from which trains may approach at a distance of not less than 500 yards by a man with hand "stop" signals and detonators, as provided in Rule 515.

On single line.

(b) On single lines when trollies are used for conveying men or materials over a distance exceeding half a mile they need only be protected in the direction from which the next train is expected, provided the ganger or foreman has satisfied himself as to the position of the train staff, but on electric staff or tablet sections the trolly must be protected in both directions.

In mountainous country.

(c) In mountainous country where it is impossible to see far in both directions, men in charge of trollies must, before passing through cuttings or around curves see that the trolly is protected in both directions by men on foot with red flags. A signal must be arranged between the flagman and the men on the trolly to warn the latter of the approach of a train. Each flagman must be supplied with detonators, two of which must, in the event of a train approaching, be placed on the rail in order to warn the driver.

Where line fairly straight and level.

(d) On lengths where the line is fairly straight and level, permission may be granted to gangers to use their trollies for conveying men and their tools and material not exceeding 2 cwt. in all to their work in the morning and returning in the afternoon between the hours mentioned below without being protected by signals,

- (e) In all cases trollies and hand cars must be removed clear of the line at least 10 minutes before a train is due.
- (f) The hours in the various districts are as Hours men follows, viz.:—Southern and Central Divisions, Bowen, from work on Townsville, and Cairns: Monday to Saturday, 6.30 trollies. a.m. to 8 a.m.; Monday to Friday, 4.30 p.m. to 6 p.m.; and Saturday, 12.30 p.m. to 2 p.m. Mackay, Cooktown, and Normanton: Monday to Saturday, 7 a.m. to 8.30 a.m.; Monday to Friday, 5 p.m. to 6.30 p.m.; and Saturday, 1.30 p.m. to 2.30 p.m.

521. A trolly or a hand car must not, in any case, Trolly to be be placed on the line, except by employees who are by competent considered by the inspector competent to work same, persons only. and must not under any circumstances be attached to Trolly not to a train. When not in use, they must not be left in be attached to train, and to be sidings but must be taken off the rails, placed well left clear of clear of the line, and the wheels secured with chain and padlock.

522. When it is necessary to run one or more When trollies or hand cars on any line at any one time, they necessary to are either to run coupled together or be divided by a one hand car or trolly at same distance of not less than 100 yards. When hand cars time. and trollies are run together coupled the trolly must be towed behind the hand car. Men must not be allowed to travel on trollies or hand cars without having the necessary means of stopping them quickly and must always have them under control.

523. A man must not use a tricycle unless he Tricyclescan read and write, and has in his possession a watch conditions under which which shows correct railway time, a copy of the last-they may be /s issued working time-tables, and copies of train notices, See paper if any, for the day on which he is using the tricycle.

524. (a) A man using a tricycle should be Precautions to thoroughly acquainted with the ordinary running of be observed. trains. He must inquire at every station and gate he passes whether there are any notices of special trains:

and if there are any of which he has not been previously informed, he must note them accordingly. He must also, before entering on a curve, cutting, tunnel, or any other portion of the line where he is unable to get a clear view ahead, stop the tricycle and listen for the sound of trains; and should he hear one, he must satisfy himself as to its position and of the absence of danger before proceeding. He must at all times be on the alert to avoid danger either to himself or the tricycle. Tricycles are not to be used after dark except in cases of accident or other emergency; and when so used, two red lights must be carried, one to show to the front, and the other to the rear.

Tricycles not to ganger.

(b) In all cases, where tricycles are used by be used without lengthsmen, it must be with the knowledge of the ganger, who is responsible for seeing that they are protected and worked. Bridge carpenters and flying gangers will similarly be responsible for tricveles under their control.

Removal of tricycles from line.

525. In all cases tricycles must be removed clear of the line at least ten minutes before a train is due.

Care of tricycles.

526. Tricycles must be kept in good working order, well oiled and cleaned, and must be protected from sun and rain as much as possible. Any repairs required as the result of carelessness may be carried out at the expense of the man at fault.

Use of tricycles by lengthsmen and others.

527. Tricycles may be used for proceeding to or returning from work, or in the performance of any duty which may be expedited by the use of them. When practicable, the ganger must inspect the length himself. In cases where a lengthsman lives at either end of the length, the ganger may allow him to use the tricycle in making the morning and evening inspections, provided he is competent for the duty in all respects. Should any employee require a tricycle to expedite a message concerning accident or safety of the line, he must be furnished with one as quickly as possible. The tricycle must on no account be lent to any person or used for any purpose other than above

described; neither is it to be taken off the gang's length except for railway purposes. It must be lifted carefully on and off the rails, and never dragged across the line when coupled up. Care should be taken in running through trailing points, as the tricycle is apt to leave the line when passing over them.

528. Two persons must not be allowed to travel Tricycles not on tricycles built to carry one.

to carry more than intended.

529. Passengers must not be conveyed by hand- Conveyance of car, trolly, or tricycle, except in cases of life or death, tricycles, &c. as in most cases a special train can be run on payment of the usual charges, or a buggy or saddle horse obtained.

530. The ganger must, unless otherwise in-Ganger to structed, examine his length or arrange for it to be length of line. examined by a competent man under his charge first thing every morning on week-days. Should he observe any defect or obstruction which might render the line unsafe for traffic, he must at once take steps to repair the defect or remove the obstruction; if unable to do either he must see that the road is properly protected before proceeding for assistance. On Sundays, lines on which passenger trains are run must, unless he is otherwise instructed, be inspected immediately before the running of the first train after daylight.

531. The ganger or man deputed by him, when Ganger to have examining his length, must have with him the requisite requisite tools, tools and materials to secure loose fastenings, also the appliances when proper hand signal and detonating signals to stop his length. trains if necessary.

532. All points and crossings, locking bars, and Points and choke blocks must be carefully examined and, if neces-crossings to be examined. sary, adjusted, and all cases of facing points found unlocked must be promptly reported in writing to the district inspector of permanent-way.

Broken signal wires to be repaired.

Obstructions to of signals to be removed.

533. Broken signal-wires must be temporarily repaired until the regular signal-repairer can attend to them, and the circumstances reported at once to proper working the district inspector of permanent way, and any obstruction to the proper working of the signal wires or signals must be removed.

Gangers to report disregard of signals, and defects of signal wires and telegraph.

534. The ganger must report to the district inspector of permanent-way every case in which any signal is disregarded by an engine-driver; also when any railway telegraph pole appears to be in an unsafe state, or any of the wires are broken, slack, entangled, or touching each other or any building. If the telegraph wire be off the poles and touching the ground, he must tie it up so that it will swing clear, and replace it, if possible, on the insulators. He must also see that all grass, boughs of trees, and rubbish are removed from the railway telegraph and signal wires, posts, and point rods.

Limit of lift of permanentway.

535. In lifting the permanent-way, unless under the written instructions or personal supervision of the district inspector, no lift must be greater than three inches at once, and then it must be effected in a length of at least twenty yards, in such a manner as not to occasion any sudden change of gradient. "Caution" or "stop" signals as may be necessary must always be exhibited when the line is being lifted.

Ballast not to be thrown up. Rails to be kept clear.

536. Ballast must not be thrown up higher than rail level. The rails must be kept clear of gravel, ballast, and every other material.

Vehicles in sidings to be properly secured.

537. Vehicles must not be left in any siding without the wheels being properly secured by brake and choke block. Should the ganger find that the brake's of any vehicle have not been pinned down, or that the choke blocks have been left open at any isolated siding containing vehicles, he shall at once secure the vehicles

and report the matter to the district inspector, who will lodge a complaint with the District Traffic Officer, and if necessary lay the matter before the District Officer of the Engineer's Branch.

538. Blasting must not be allowed on any slopes No blasting or elsewhere on or near to the railway without the without of authority of the District Engineer, and no blasting District Engineer. shall be carried out by any employee unless he has had previous experience, and has in his possesssion a copy of "Instructions for the guidance of Gangers, Powder Monkeys, and other employees using explosives."

539. The ganger must close and fasten all gates Gates to be he finds open, and report the circumstances to the dis-fastened. trict inspector of permanent way, in order that the persons who are required to keep such gates closed and fastened may be charged with the offence.

540. The ganger must see that the guard rails Care of guard rails and at level crossings in his length are kept free from ballasting at obstruction or dirt. He must also see that the ballast is kept level with the top of the rails throughout the whole width of all level crossings, and no part of the crossings is to be left stripped of ballast at night. The crossings must be free of obstruction both to trains and the passage of vehicles across the line.

541. Inspectors in charge of lines or any works Floods. connected with them, or gangers in charge of lengths, are strictly enjoined to use extreme vigilance as to the safety of the way and works during wet weather and at times when floods may be expected. Inspectors, gangers, and, if necessary, their men, must be on duty as long as floods may be expected, and must see every doubtful part of their length before the passing of any train in sufficient time to stop it if necessary, and this inspection must be continued until all danger from flood or slip is past. They must exchange information freely with the stationmasters, guards, and drivers, so that the best possible arrangements may be made for the conduct of traffic, and when advised of any damage

that has already occurred or is likely to occur soon they must proceed to the place at once and take the necessary steps to protect it and to effect repairs. At such times, and indeed at all times when necessary, no precaution is to be neglected, and special watchmen and signalmen must be provided at any spot of which there may be doubt as to the sufficiency of the waterway, or when the inspectors have reason to believe that special precautions are necessary.

Trains passing gangs.

- 542. (a) The ganger must, when instructed, be present from 6.30 a.m. to 10 p.m. at the passing of all trains, whether ordinary or special, in readiness to receive notices and instructions, exhibiting a white light at night to indicate his position. The ganger must look out for the special train signals.
- (b) Trains which pass camps between 10 p.m. and 6 a.m. need not be signalled in fine weather, but in wet or stormy weather all trains must be signalled.

Fire upon or near the line. 543. Should any employee perceive any fire either on the railway premises or on the lands immediately adjoining, he must first satisfy himself that that portion of the line on which he is at work is safe for the passage of trains; he must then hasten to the spot and endeavour to extinguish the fire, no matter how such fire may have arisen. He must also note the circumstances attending its origin, and immediately report all the particulars to the district inspector of permanent-way.

Grass and rubbish to be burnt off.

544. Under and around all the bridges and timber culverts, and for a distance of thirty feet from either end of them, all the grass and rubbish must be kept continually burnt off or cleared away under the direction of the ganger. The grass within the railway fences must also be burnt off whenever its condition or the state of the weather may render it practicable and safe to do so; but care must be taken that the fire does not spread beyond the fences.

545. The following procedure is to be observed when burning off grass periodically on gangs' lengths:-

(a) Ample notice (on the prescribed form as Notice to under) of intention to burn off must be served on adjoining land. each owner or occupier of any and all lands adjoining the railway by the ganger in person, and a duplicate kept of such notice.

QUEENSLAND GOVERNMENT RAILWAYS.

Notice of Burning-off Operations.

To

Sir or Madam,-I hereby inform you that during the ensuing week, when weather conditions are favourable, burning-off operations will be in progress on railway lands adjacent to your property at

You are requested to take any precaution that you may deem necessary to prevent the fire spreading to your property.

> Ganger: Date:

- (b) Burning-off generally must not be under- when to taken during the heat of the day, but in the afternoon, burn off. as then the fires may be controlled, and the possibility of damage resulting minimised.
- (c) Where there is an exceptionally heavy growth care to of grass on railway reserves or on adjoining land, or prevent spread or of grass fires. where crops are grown right up to the railway fences. special care must be taken in burning-off to prevent the spread of fire, and wherever considered desirable or necessary, at the discretion of the district inspector. two or more gangs shall be massed together for the time being to facilitate the work.

(d) The District Officer of the Engineer's Ploughing Branch should, in all cases where he considers it desirable, issue to landowners adjoining the railway the following notice:-

Sir,—I have the honour to draw your attention to the risk now being run of bush fires. It has been suggested to me that fire-breaks should be ploughed by the settlers on their own land.

This Department takes every possible precaution to prevent fires on the Railway premises spreading to adjoining properties, but cannot accept any responsibility therefor.

I, therefore, beg to bring to your notice the proposal above-mentioned in regard to fire-breaks, and suggest that, if you consider there is any danger, you should plough a break of, say, eight or ten furrows on your land, parallel to the Railway boundary, and at a distance of, say, 2 or 3 chains therefrom.

Width of fire-breaks.

- (e) Fire-breaks must be cleared to a width of five feet along the fences before burning off where there are crops likely to be damaged when burning-off.
 - (f) Always burn against the wind.

Men not to leave until fire extinguished. (g) Men are not to leave the ground after burning-off until the fire is completely extinguished, and all logs seem to be perfectly safe.

Scene of burning off to be inspected following morning.

- (h) When burning-off is being carried out in time of dry weather, particularly in the Western districts, gangers with their gang must inspect the scene of the previous day's fire not later than 10 a.m. to see that no embers are allowed to remain which would be likely to revive in the event of a wind springing up.
- (i) The burning-off of grass, &c., must be commenced as soon as patches become dry, as, by so doing, the continuity of fire is checked.

Commissioner's liability.

- (j) As the Railway Commissioner is not obliged to burn off grass at all, nor to take any steps for the protection of the neighbouring country, except that the engines used must be provided with the best spark arresters known, District Officers of the Engineer's Branch are hereby authorised, when they consider burning-off opposite any lands to be dangerous, to refrain from doing so, but this action should be taken only in extreme cases, such as land adjoining sugarcane or other highly inflammable crops.
- (k) In all cases where there appears to be any risk in burning-off, special fire-beaters must be provided and water in buckets handy to wet same.

Cleaning of points and signals.

546. The ganger must oil and keep clean the working parts of points and signals, unless the duty is otherwise specially provided for.

547. The ganger must keep his portion of the Line to be kept line clear and safe, and the fences in perfect repair; clear and safe. and, in the event of any sheep, cattle, or other animals getting within the fences, he must immediately remove Fences to be them, find out if possible how the animals got in, and repaired. report the circumstance to the district inspector of Live stock on line. permanent-way.

548. The ganger must see that all broken chairs, Defects to be rails, sleepers, or other defective materials are removed repaired. from the road with the least possible delay, and that sound materials are substituted.

549. All tools, rails, sleepers, pieces of iron or implements wood, or other implements or material, must be care-to be kept. fully placed so as to be at least five feet clear of the clear of rails, and disused rails, and disused material must be removed from the material to be line and stacked.

removed.

550. The district inspector of permanent-way Responsibility will be held responsible for the security of all rails, for security of all rails, for security of chairs, and sleepers, and other permanent-way material and other in his district, and for their being kept clear of all lines, and properly stacked.

551. (a) All tools and implements required for security of the repair of the line must, when not in use, be kept implements. locked up in a building or in boxes, for the security of which each ganger on his own length of line is responsible.

- (b) When the tools and implements cannot be secured as directed in clause (a) of this Rule, they must be put away in some place where they cannot easily be seen by passers-by.
- 552. (a) When a train is approaching, lengths- Lengthsmen men and other men at work on the permanent-way to keep clear must not remain on any running lines, nor between of trains. them, but must at once move clear of all lines, unless

they can distinctly see that they are in a position of safety, and in no danger from another train approaching them unobserved; the men must stop in the positions they have taken up till the train has cleared a sufficient distance to enable them to see that no train is approaching on the other lines before they recross the rails.

(b) If circumstances compel the lengthsmen or other men to remain in the space between up and down lines, they must lie down.

protected.

553. When men are working on a part of the line working on the where, owing to a curve or from fog or any other line to be cause, the approach of a train cannot be observed, the ganger will be held responsible that the men are protected by a flagman, or by the exhibition of signals as in Rule 515.

" Look-out" men.

554. In busy yards the foreman, ganger, or leading man must, at his discretion, appoint "look-out" men, placed at such a distance as circumstances require.

Working in tunnels.

555. All men working in a tunnel, when trains are approaching in both directions, must, if unable to reach any recess in the walls, lie down either in the space between the two running lines, or between the line and the side of the tunnel, until the trains have passed.

Material found on line to be collected.

556. The ganger will be responsible for collecting any coupling chains, hooks, pins, iron, or other materials which may be found on the line, and for having them conveyed to the nearest station weekly.

Horses.

557. When a horse is used on the railway a man must, in all cases, on the approach and during the passing of any engine or train, have hold of its head whether the horse is drawing vehicles or not.

Trespassers.

558. Gangers and lengthsmen must order off the railway all persons they may find trespassing within the fences in their districts. (See Rules 46-49.)

Motor Cars and Motor Tricycles.

- 559. Motor-cars and motor-tricycles weighing Rail motorup to 3 cwt. must be painted red and may be used cars and motor tricycles. under the Rules provided for ordinary tricycles. Motor-cars and motor-tricycles weighing over 3 cwt. must be painted green, and when in use must be worked under Train Staff Rules.
- 560. As motor-cars and motor-tricycles increase the Drivers to liability to accident, however, no one shall be allowed hold written permit. to be in charge of such travelling on a line without having in his possession a permit signed by the head of his branch. When it is absolutely necessary to run a motor-car or motor-tricycle of any weight on a line worked under the Block Telegraph Rules, the car must be treated as a train so far as the block working is concerned.

- 561. The maximum speed of rail motor-cars speed of (except McKeon and other motor-cars in passenger motor-cars and service) and motor-tricycles shall be 20 miles per hour.
- 562. In order to avoid loss of time to maintenance Motor trolly men climbing the steep gradients of the Herberton for lengthsmenline, it has been decided, in view of the fact that Herberton Range. trains are running at a slow rate of speed on the range, to allow the men the use of a motor-trolly without the necessity of running it under the Train Staff Rules.

563. In the event of a motor-car, running under Failure of Train Staff Rules, failing between stations, it must motor-car. at once be lifted clear of the line; and the man in charge of the car must send written advice that this has been done, together with the staff or ticket, to the nearest telegraph station, as provided for in Rule 356. Any car so removed from the line must not be again placed on the rails until the officer in charge of the car has in his possession the train staff for the section.

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564. The large motor inspection car in the Inspection Southern and Central Divisions, which carries up to motor-car, six passengers, cannot be quickly lifted from the line, Division. and must, of course, be protected the same as a train.

Rules for the Conveyance of Explosives and Dangerous Goods.

Instructions respecting explosives, &c.

565. The following Rules must be observed by guards and others with respect to the conveyance of vehicles containing explosives and dangerous goods:—

- (i.) Explosives and other dangerous goods must not, except where special instructions are given to the contrary, be carried by trains conveying passengers, but when absolutely necessary to convey them by mixed trains the wagon must be placed in the middle of the train.
- (ii.) Explosives must not be conveyed in wagons with other goods unless they are enclosed in portable magazines.
- (iii.) On each side of any wagon containing explosives there must be affixed in conspicuous characters, by means of a securely attached label or otherwise, the word "Explosive."
 - (iv.) Locks are fastened to these wagons by a link or short chain, and they must be locked when loaded, and kept locked except when necessary to unload. Every case of a lock being broken off must be immediately reported to the District Traffic Officer.
 - (v.) Whenever vehicles containing explosives are attached to any train, the special attention of the guard in charge of the train must be called to the vehicles by the stationmaster or foreman shunter.
 - (vi.) The vehicle must be placed as far as practicable from the engine, and must not be placed next to vehicles containing hay, straw, lime, oil, (r any other goods of an inflammable nature.

- (vii.) In loading or unloading any explosives, the casks and packages containing the same must, as far as practicable, be passed from hand to hand, and must not be rolled upon the platform or ground, unless hides, cloths, or sheets have been previously laid down on the platform or ground over which the same are to be rolled. Casks or packages containing explosives must not be thrown or dropped down, or left exposed upon the platform, but must be carefully deposited and stowed.
- (viii.) While the loading, unloading, or conveyance of explosives is going on, each person engaged in such loading, unloading, or conveyance must observe all necessary precautions for the prevention of accident by fire or explosion; must not allow any unauthorised person to have access to the explosives being so loaded, unloaded, or conveyed; must abstain from any act whatever which tends to cause fire or explosion, and is not reasonably necessary for the loading, unloading, or conveyance of such explosives, or of any other article carried therewith; and must prevent any other person from committing any such act.
 - (ix.) Oils, and phosphorus, matches, and other traffic of an inflammable nature must not be loaded in the same wagon as explosives, and wagons containing the former must be kept as far as possible away from wagons containing the latter, whether on trains or in station yards.
 - (x.) Mineral oils, oily rags, oily waste, oily paper, and oily canvas must be loaded in separate wagons set apart for that purpose, and each wagon must have a special distinctive label on each side, in order that

guards may be aware of the contents, and such wagons must be kept as far as practicable apart from others containing goods, and must not be placed within railway sheds or warehouses.

- (xi.) At every station at which a train stops the guard in charge must make a special examination of the wagons containing gunpowder or other dangerous or inflammable goods and must more especially examine the axle-boxes, and if the axles show the least sign of heating, the wagons must be detached and the attention of the station-master or foreman specially directed to it.
- (xii.) In the event of it being necessary to detach, as unfit to travel, any wagon containing explosives at any point short of its destination, the guard must advise the person in charge of the station or siding where the wagon is detached, in order that the necessary precautions may be taken by all concerned in dealing with the defective wagon.
- (xiii.) Before detaching at the end of his journey, or at exchange sidings, wagons containing explosives, oily matter, naphtha, naphthaline, petroleum, benzoline, gasoline, or other mineral oils, the head guard in charge of the train must call the special attention of the stationmaster or foreman shunter and obtain his instructions as to the disposal of the wagons.
 - (xiv.) The foregoing Rules apply to dynamite, blasting powder, and such like explosives conveyed in powder vans. They do not apply to small arm safety cartridges or small consignments of gunpowder conveyed in magazines.

- (xv.) The loading and unloading of explosives must be strictly confined to daylight, and a wagon containing explosives for roadside stations must not be entered on the journey after dark. The head guard must attend to the work of putting out explosives or dangerous and inflammable goods at roadside stations, and must see that it is done with the utmost care, and that other goods in the wagons are left in a safe position for travelling.
- (xvi.) The stationmaster dealing with traffic in explosives and dangerous goods must ascertain personally, by frequent questionings, that the members of his staff thoroughly understand the Rules and Instructions regarding the conveyance of this traffic; and traffic inspectors must pay particular attention to this traffic, and report any omission to carry out the Rules.

CHAS. EVANS, Commissioner.

The Official Seal of the Commissioner for Railways has been affixed hereto this twenty-sixth day of June, 1917, in the presence of

ARTHUR J. CROWTHER,
Secretary.

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By Authority: Anthony James Cumming, Government Printer, Brisbane.

Department of Railways,

Brisbane, 19th February, 1920.

IS Excellency the Governor, with the advice of the Executive Council, has, in pursuance of the provisions of "The Railways Act of 1914," been pleased to approve of the following Amendments of By-law No. 102 (the Book of Rules) made by the Commissioner for Railways in pursuance of the said Act.

J. A. FIHELLY.

In pursuance of the provisions of "The Railways Act of 1914" and "The Railways Act Amendment Act of 1915," the Commissioner for Railways hereby makes the following By-law amending Rule 1 of the Book of Rules (By-law No. 102):—

BY-LAW No. 135.

(a) The definition of "Head of Branch" in Clause 1 (b) is hereby repealed, and the following is substituted therefor:-

HEAD OF BRANCH-

Deputy Commissioners in their respective Divisions. General Manager, Brisbane.
General Manager, Toowoomba.
Assistant General Manager, Maryborough.
General Manager, Central Division.
General Manager, Northern Division.

For the purposes of section 23 of the Act, the following officers shall be deemed to be Heads of Branches in respect of the local extent of jurisdiction set against their names, respectively:-

Local Extent of Jurisdiction.

Officer Deemed to be Head of a Branch, and Mode of Action.

The Whole of the State Chief Engineer* The Southern and Central Divisions General Storekeeper* .. Head Office, Brisbane Secretary* . . Chief Accountant*
Chief Railway Auditor* Accounts Audit Ipswich Workshops Chief Mechanical Engineer*

SOUTHERN DIVISION.

SOUTH-EASTERN SUBDIVISION.

Brisbane District - That is, the line of railway | Traffic Superintendent; from Helidon to Gympie inclusive, and all branch railways therefrom

Maintenance Engineert Locomotive Engineer†

Maryborough District-That is, the line of railway commencing at the northern end of Gympie station yard and extending to and including Avondale, and all branch railways therefrom.

Traffic Superintendent† Maintenance Engineert Lecomotive Engineert

SOUTH-WESTERN SUBDIVISION.

That is, the line of railway from Helidon southwards and westwards, and all branch railways therefrom, but excluding Helidon.

Traffic Superintendent+ Maintenance Engineer† Locomotive Engineer;

The above to be pasted in Rule Book.

HEADS OF BRANCHES—continued.

Local Extent of Jurisdiction.

Officer Deemed to be Head of a Branch, and Mode of Action.

CENTRAL DIVISION

That is, the line of railway from the northern end of Avondale station yard and extending to and including St. Lawrence, the line of railway westwards from and including Rockhampton and all branch railways therefrom

Traffic Superintendent; Maintenance Engineer† Locomotive Engineer†

MACKAY RAILWAY

.. | Pistrict Superintendent*

NORTHERN DIVISION.

The whole except Cairns District

Traffic Superintendent† Maintenance Engineer† Locomotive Engineer† Storekeeper†

CAIRNS DISTRICT.

That is, the line of railway from Cairns and | District Superintendent; all branch railways therefrom.

Maintenance Engineer† Locomotive Engineer†

- * Acting alone. † Acting conjointly, any two of them to form a quorum.
- (b) The following subclause is added after subclause (b) of Clause 1:-
 - (c) For the purposes of the last paragraph of subsection one of section thirty of the Act, the persons holding for the time being the office of General Manager, Brisbane, General Manager, Toowoomba, and Assistant General Manager, Maryborough, shall in their respective subdivisions or districts be deemed (unless and until a General Traffic Manager of the Southern Division is appointed) to be the person holding for the time being the office of General Traffic Manager; and the persons holding for the time being the offices of "General Manager, 'Central Division," and "General Manager, Northern Division," shall in their respective Divisions be deemed to be the officers in control of Traffic, Maintenance, and Locomotive Work.

J. W. DAVIDSON.

Commissioner for Railways.

The official seal of the Commissioner for Railways has been affixed hereto this ninth day of February, 1920, in the presenceof-

J. ALDER, Acting Secretary.

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